



<b>Job Title:</b>	STEM Lab Manager	<b>Job Category:</b>	Manager
<b>Location:</b>	Lawton, OK	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Negotiable	<b>Position Type:</b>	Full-Time
<b>Date Posted:</b>	05/16/2023	<b>Posting Expires</b>	TBD

**Applications Sent To:**

<b>EMAIL:</b> info@thefista.com	<b>NAME/TITLE:</b>
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**Job Description**

**ROLE AND RESPONSIBILITIES**

We seek an experienced STEM Lab Manager to design and execute laboratory testing according to standard procedures, make observations and interpret findings, recording all data and results in specified forms (paper and electronic) with accuracy, responsibility, and accountability. The primary goal is to assist in the scheduling and operations of the STEM lab rooms to maximize the use of high-quality collaborative lessons.

**JOB DUTIES**

- Set up equipment for each lesson as necessary.
- Assist the teacher with lessons where appropriate.
- Breakdown and clean up laboratory rooms between lessons.
- Ensure that technological equipment is charged and in proper working order.
- Maintain an organized storeroom in compliance with any safety regulations.
- Check out and monitor equipment for use in the classroom.
- Maintain a log of laboratory activities by teacher, grade, and lesson for each laboratory room.
- Ensure that the layout of the laboratory space is appropriate for the lesson.
- Effectively communicate with staff members the availability of the laboratory rooms.
- Development and implement safety and education protocols.
- Seek and apply for grant funding to further the STEM lab and the participants experiences.
- Develop relationships and partner with local organizations and schools to advance STEM community.
- Develop a work force development plan to help participants with job placement.
- Participate in staff development, training programs, and special events.

**REQUIREMENTS**

- Higher level of education preferred in STEM related field.
- Ability to work well with others.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively.
- Experience working or volunteering in a school setting.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Grant writing experience preferred.
- Ability to lift heavy equipment and comfortable standing or walking for long periods.
- Experience operating electrical and non-electrical laboratory equipment and potentially dangerous substances (flammable liquids etc.)