GWU’s ECE Department is searching for a full-time Laboratory Manager responsible for day to day and long term laboratory management.

**Responsibilities include:**

- Tests, evaluates updates and upgrades, maintains, and repairs electronic, electrical, computing and electromechanical equipment and/or devices used in the ECE Department labs using test equipment, diagnostic software and repair procedures.
- Schedules and performs inspections and calibrations, and recommends solutions regarding defective equipment and software including coordination with external repair or replacement vendors.
- Ensures smooth, continuous operation of the laboratory including supervision of the laboratory technicians. Maintain stock levels of parts and components and supervise assembly of parts and components into laboratory kits for undergraduate classes.
- Coordinates with faculty in evaluation of GTA performance towards providing timely feedback.
- Coordinates with the faculty in teaching the laboratory component of ECE courses.
- Assists students and faculty in carrying out experiments and tests in the laboratories.
- Performs other work related duties as assigned.

**Minimum Qualifications:**

- Bachelor’s degree from an accredited university in electrical engineering and/or computer engineering plus 5 years of relevant professional experience.

**Preferred Qualifications:**

- Strong working knowledge with Electrical & Computer Engineering laboratory instrumentation and software packages.
- Working knowledge of electronic and computer design and software, including but not limited to most popularly used open source microprocessor simulator tools in academic classrooms and labs.
- Ability to manage inventory, service logs and software licenses.
- Ability and knowledge to install and maintain software in labs.
- Proficient in word processing and spreadsheet software.
- Ability to troubleshoot relatively simple analog and digital circuits, microprocessors and controllers, FPGAs, etc.
- Basic familiarity with mechanical drawings, machine shop operations, etc.

**Close Date:** Although position remains open until filled, for full considerations, applicants are strongly recommended to apply by November 1st 2018.

For more details please visit [https://www.gwu.jobs/postings/56494/](https://www.gwu.jobs/postings/56494/)