

Program Coordinator – Stockroom & Instructional Support

The Department of Biological Sciences has an opening for a Program Coordinator – Stockroom & Instructional Support. This individual will be responsible for procurements, inventory, vehicles, technology and building management. Duties will include:

- Serving as the departmental purchasing agent.
- Maintaining a computerized inventory of equipment, chemicals and commodities.
- Serve as liaison between Information Technology Services and Facilities Management.
- Responsible for classroom assistance with IT equipment (computer, projector, internet, etc.)
- Serve as the departmental safety compliance agent.

Required qualifications: Bachelor's degree in Biological Science, Physical Sciences, or a related area and one year of experience in purchasing, data management, computer competency, and/or safety procedures. (A Master's degree in the noted areas may be substituted for one year of work experience.) The preferred applicant will have experience working in a Biological Science laboratory setting and have experience with instructional technology.

Applications: Review of applications will begin immediately and continue until the position is filled. Priority will be given to applications received prior to November 20, 2020 with an anticipated start day of mid-January 2021. Candidates should submit an application, letter of interest, resume, transcripts, and contact information for four references online at: <https://www.eiu.edu/humanres/applications/login.php>.

The Civil Service examination for this position is a credentials assessment. No participation other than the submission of application materials is required from qualified applicants. Upon successful selection of a candidate, all scores will be voided from this Program Coordinator – Stockroom & Instructional Support.

For assistance with the application process, please contact Donna Noffke at dmnoffke@eiu.edu.

Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer - minority/female/disability/veteran - committed to achieving a diverse community