

Lab Manager II Worcester Polytechnic Institute

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Posted Nov. 10, 2025, set to expire Jun. 30, 2026

Job Title Lab Manager II
Department
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Nov. 10, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Research/Technical/Laboratory

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Job Description

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JOB TITLE

Lab Manager II

LOCATION

Worcester

DEPARTMENT NAME

Biomedical Engineering

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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The Lab Manager II position supports and maintains the academic labs for the department. This includes supplying the labs, maintaining and repairing the equipment, assisting with classes and labs, assisting with Undergraduate Research Project Showcase, REUs, summer programs, etc. This position is responsible for the acquisition and maintenance of supplies and equipment for the department, coordination of facilities and activities related to undergraduate teaching and project laboratories, and lab safety for students, faculty, and staff.

JOB DESCRIPTION

Responsibilities:

- Initiate purchase orders for supplies and equipment for teaching and project laboratories.
- Maintain accurate files of orders placed and received, operating/service manuals, inventory of departmental supplies and equipment, and track problems as necessary. This includes working with instructors and/or students to determine what is needed.
- Supervise and guide students in the use of bioinstrumentation equipment (e.g., data acquisition, basic test equipment, soldering, etc).
- Train students on the responsible and correct use, safety, and disposal/clean-up of all laboratory facilities and equipment.
- The Lab Manager II is also responsible for the setup and clean-up of supplies and equipment for all teaching and project laboratories.
- Routinely communicate with faculty regarding lab supplies, equipment, lab prep, and other course needs.
- Help support laboratory exercises and lecture demonstrations.
- Proficient in the use of power and hand tools
- Coordinate repairs/maintenance/upgrades of teaching and project equipment.
- Assists Lab Manager III with supervising and training of work study students.
- Assist with summer classes in BME as well as camp programs in BME labs such as REUs, MedHigh and any other programs that may arise.
- Participate in committees such as the Undergraduate Research Projects Showcase (URPS) Committee. This committee arranges the space needed, coordinates the audio and visual recordings and links, communicates with students and advisors about upcoming requirements such as abstract submissions, manages the presentation schedule for the BME presentations, keeps track of students presenting outside of the department, coordinates the judges' evaluations, photographs the student groups, and manages the finalist Q&A sessions with outside judges.
- Serve as a departmental safety officer.
- Perform all other duties and responsibilities as assigned or directed by their supervisor.

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Requirements:

- Minimum 4-year Bachelor's Degree in Biomedical Engineering, Electrical & Computer Engineering, Physics, or a similar technical field.
- Minimum of 3 years of experience.
- Basic knowledge of biomechanics and cell culture, and willingness to learn the associated equipment, such as electro-mechanical testing equipment, force plates, biosafety hoods, etc.
- Prior experience with 3D printing and computer-aided design (CAD) is a plus
- Willing to handle heavier items up to 50 lbs., on occasion.

Compensation: \$62,500 - \$70,500 per year. Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.
[Compensation at WPI](#)

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals from all backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Lab-Manager-II_R0003301

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

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WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Worcester Polytechnic Institute

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