

BELHAVEN UNIVERSITY

Lab Manager, Part-Time 20 hours a week

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served." "Our Standard is Christ" is the identifier of Belhaven University because, as an institution, we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest-growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 1,000 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education and has also led the way among Christian schools in establishing robust online degree programs.

About Belhaven Maker Campus

Belhaven Maker Campus is a community innovation space dedicated to creativity, technical skill-building, and entrepreneurship.

Position Overview

The Lab Manager oversees daily operations of the Belhaven Maker Campus makerspace and fabrication labs. This role ensures that equipment is safe, functional, and accessible while supporting students, educators, entrepreneurs, and community members in hands-on creative and technical projects. This role, additionally, will work with faculty to develop policy and procedure as well as community events, student workshops, and growth planning. Reports to Maker Campus Faculty Directors.

Functions and Responsibilities

- Manage day-to-day lab operations, scheduling, and organization
- Maintain and troubleshoot equipment (3D printers, laser cutters, CNC, woodworking and electronics tools)
- Enforce safety procedures and conduct user training
- Maintain inventory and order supplies
- Support workshops, programs, and community events
- Track lab usage and assist with reporting

Please note that this job description is not intended to cover or list in full the activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Qualifications

- The successful candidate must articulate a Christian worldview in their area of service and must fully support the University's Vision, Mission, and Statement of Faith.
<https://www.belhaven.edu/about/mission/>
- Experience managing a makerspace, lab, or workshop
- Strong technical skills with fabrication tools and equipment
- Knowledge of shop safety standards
- Strong organizational and communication skills
- A willingness to work with Maker Campus organizers to grow the Maker Campus
- Ability to lift 50 lbs. and work in a fabrication environment

Application Process

Interested applicants may make an application by submitting the following:

- Letter of interest
- Resume
- Reference list with contact information (including personal Pastor)
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage, including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ.
- Please click on this link: <https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.pdf> to review Belhaven University's Commitment Statement, which includes our employee expectations. Should you receive a job offer, you will be asked to sign and accept this commitment.

Email the complete application packet to:

Dr. Monica French

Assistant Vice President for Academic Administration

Email: mfrench@belhaven.edu

Employment at Belhaven University is contingent upon the results of an independent background check.