



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——实验设备管理专员

所属部门（学院）：理工学院

汇报机制:学院负责人

岗位职责：

- 1.管理实验中心仪器设备等固定资产，包括资产清查等工作；
- 2.负责大型仪器设备的论证、采购、验收等流程；
- 3.承担仪器培训和维护工作，包括上机前的培训、设备的日常维护、耗材更换等任务；
- 4.统筹安排大型仪器设备的操作培训和技术支持，制定操作规程，确保仪器正确安全使用；
- 5.负责液质联用仪或者共聚焦显微镜等精密仪器设备测样及管理工作；
- 6.协助推进大型仪器的开发和共享，建设大型仪器平台开放预约体系；
- 7.制定学校大型仪器设备管理的相关规章制度；
- 8.完成领导交办的其他工作任务。

必备条件：

1. 硕士及以上学位，自然科学等相关专业背景；
2. 热爱高校工作，能胜任加班及在高强度工作环境下完成多项任务。



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Job Description – Laboratory Equipment Specialist

Department: College of Science, Mathematics and Technology

Report to: Dean of College of Science, Mathematics and Technology

Responsibilities:

1. Manage fixed assets such as high-value and specialized instruments and equipment, including asset inventory and related tasks.
2. Responsible for the process of investigation, validation, procurement, and check acceptance of instruments and equipment.
3. Undertake instrument training and maintenance work, including pre-operation training, routine equipment maintenance, and consumables replacement.
4. Coordinate and arrange training and technical support of high-value instruments and equipment, formulate operating procedures to ensure safe and correct use of instruments.
5. Responsible for sample testing and management of precision instruments such as LCMS or confocal microscopy.
6. Assist in promoting the development and sharing of high-value instruments, and establish an open reservation system for high-value instrument platforms.
7. Develop relevant regulations and rules for the management of high-value equipment and instruments.
8. Complete other tasks assigned by the leadership.

Required Qualification:

1. Master's degree or higher in relevant fields in natural sciences;
2. Passion for working in higher education, capable of working overtime and accomplishing multiple tasks in a high-intensity work environment.

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