

Northwest Missouri State University  
Board of Regents  
Date of Meeting: March 18, 2009

Cabinet Member: Kichoon Yang

Agenda Item: CIE Staff Chemist

---

Background:

On February 9, 2009 the University signed a fee for service agreement with Carbolytic Materials Company, *Analysis and Testing Agreement* (a copy of the agreement is available upon request). The requested position, CIE staff chemist (a position description is appended below), is to fulfill our obligations under this agreement. We expect that once the Center of Innovation and Entrepreneurship is fully operational, the revenue stream associated with the proposed position (i.e., laboratory analysis and testing) will fully fund the position.

---

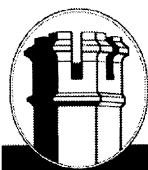
Issue:

I recommend approval.

---

President's Recommendation:

Recommend approval.



# JOB DESCRIPTION

NORTHWEST MISSOURI STATE UNIVERSITY

**POSITION:** Analytical Chemist – Professional Staff  
**DEPARTMENT:** Chemistry / Physics Department  
**REPORTS TO:** Department Chair  
**CONTRACT TERMS:** Twelve Months

---

**POSITION SUMMARY:** work primarily in analysis of industrial products and by-products, may also work in product/by-product separation and product development, all in support of the university's business incubator in the new Center for Innovation and Entrepreneurship located on the Northwest campus.

**ESSENTIAL FUNCTIONS:**

1. analyze industrial products and by-products following ASTM protocols
2. design and perform experiments
3. develop methods as necessary
4. report data/results to responsible authority
5. schedule maintenance on scientific instruments and keep instruments properly calibrated
6. perform other duties as assigned

**MINIMUM QUALIFICATIONS:**

Education: M.S. in Chemistry or related field

Experience: work experience as Analytical Chemist

Skills: ability to perform data analysis and experience on a variety of instruments such as GC/MS, SEM, XRD, DSC/TGA, particle analysis, etc.

**PREFERRED QUALIFICATIONS:**

Education: Ph.D. in Analytical Chemistry or Related Field

Experience: Postdoctoral experience, preferably in industry

Skills: demonstrated ability in skills mentioned above.

**WORKING CONDITIONS:** Bench work in a newly built state-of-the-art laboratory and instrument room

**TYPICAL PHYSICAL DEMANDS:** Ability to complete essential functions in the laboratory.

**COMMUNITY:** Northwest Missouri State University is located in Maryville, Missouri, a community of 11,000 with a diverse economy, and a strong industrial base. Maryville is located 45 miles north of St. Joseph, Missouri and 90 miles north of Kansas City, Missouri. For more information see: [www.maryvillemo.org](http://www.maryvillemo.org).

**UNIVERSITY:** Northwest Missouri State University is a traditional resident-based campus with total enrollment over 6,000 students. Northwest, the recent winner of three Missouri Quality Awards, is a teaching-focused institution requiring a twelve-hour teaching load per trimester. For more information see: [www.nwmissouri.edu](http://www.nwmissouri.edu).

**COLLEGE:** Arts & Sciences

**DEPARTMENT:** Chemistry and Physics; The Department has six full-time chemistry members and offers B.S. degrees in chemistry

**SALARY:** \$50,000 plus benefits

**REVIEW OF APPLICATIONS WILL BEGIN:** March 15, 2009

**DATE AVAILABLE:** July 1, 2009

**APPLICATION MATERIALS:** A complete application consists of: (1) a letter of application which describes your experience and suitability for the position; (2) a current resume; (3) transcripts of all undergraduate and graduate coursework; and (4) two letters of recommendation

**APPLY TO:** Department of Chemistry/Physics  
%Rafiq Islam, Chair  
Northwest Missouri State University  
800 University Drive  
Maryville, MO 64468-6001  
(660) 562-1388     [islamr@nwmissouri.edu](mailto:islamr@nwmissouri.edu)