

**NDSU Research & Technology Park, Inc.  
Training and Safety Manager**

The NDSU Research & Technology Park is starting a journey of transformative growth and is seeking an energetic and skilled individual to join its Innovation Studio. The Innovation Studio is a cutting-edge makerspace with state-of-the-art equipment that encourages innovation, sparks creativity, and promotes entrepreneurship. Serving as a conduit and collaborative workspace between students, faculty, and entrepreneurs, the 8,000 square foot studio has new, professional equipment for metalworking, woodworking, digital fabrication, textiles, and electronics.

The Innovation Studio is seeking a qualified Training and Safety Manager. This individual should have prior experience in rapid prototyping, 3D modeling, and general fabrication and possess a passion for design, entrepreneurship, and innovation. Creative problem solving and organizational skills are critical to success. This position will oversee and monitor equipment and the overall safety and training functions of the Innovation Studio.

**What you need to bring to the team:**

- Create and maintain standard operating procedures, training and reference manuals, in-person training materials, and videos.
- Oversee and monitor equipment along with tracking and arranging equipment maintenance and operational readiness.
- Maintain a creative and safe work environment. Oversee safety functions and the operational training of Innovation Studio clients, employees, and students.
- Organize, schedule, and implement workshops for Studio members and community organizations to promote group learning, community involvement and team building.
- Coordinate with NDSU and other vendors on maintenance of the Innovation Studio.
- Develop and maintain a safety log of incidents, accidents and near misses.
- Provide training and assistance to students, faculty, entrepreneurs, and community members in the safe use and handling of equipment and materials.
- Supervise student workers and volunteers and provide them with technical assistance when possible.
- Estimate and order the type and quantity of supplies and materials needed.
- Serve as an advocate and ambassador.
- Additional duties as assigned.

**Required**

- Two years of experience relevant to this position.
- Proven time management and organizational skills.
- Demonstrated engagement with individuals, organizations and the general public.
- Experience and proficiency with CAD, Microsoft Outlook, Word, Excel and PowerPoint.
- Demonstrated ability to work independently and as part of a collaborative team.

**Preferred**

- Bachelor's degree in related field.
- Experience in planning, achieving, and reporting on stated measurable outcomes.
- Possess knowledge and experience with typical equipment found in makerspaces such as 3D printing, CNC laser cutters, general hand tools and CNC router along with helping/teaching others to use these types of equipment.
- Must be self-motivated and driven with the ability to oversee members using the space.
- Comfortable interacting with diverse stakeholders ranging from students and faculty to community members.
- Ability to work with little or no supervision.

**Salary & Benefits**

- Salary and benefits (retirement, health, dental, vision, and life insurance, and PTO) commensurate with experience.

Send resume, 10-20 slide portfolio of relevant work examples and cover letter by November 1, 2023 to:

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*The NDSU Research & Technology Park (RTP) is a non-profit 501(c)3 organization dedicated to enhancing the investments in North Dakota State University by the citizens of North Dakota. Equal Opportunity Employer.*