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**Innovation and Technology Center**  
**Innovation Lab Manager**  
Position # 26-027

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and Vienna, WV. We are not a branch of West Virginia University. We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate and bachelor's degrees.

**Benefits**

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans through [www.peia.wv.gov](http://www.peia.wv.gov) and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employee's spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

**To Apply**

- Submit an Employment Application packet available at [www.wvup.edu/jobs](http://www.wvup.edu/jobs)
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.

**Posted**

01/23/2026 with an application deadline of 02/06/2026.

**Employment Status**

Non-Exempt/Classified/Hourly Staff, full-time regular, benefits eligible position.

**Shift**

Variable. Standard hours (8:00 am – 4:00 pm). Full time is considered 37.50 hours a week.

**Other Essential Job Requirements:**

- This is an on-site position.
- Regular, predictable, and reliable attendance and punctuality are expected to ensure performance of the essential function of the job, including scheduled meetings and shifts.
- This is a 37.5 hour per week position.
- May require working alternate hours or alternate locations upon request to support campus mission.

**Primary Location**

Innovation and Technology Center – 1961 Innovation Drive, Vienna WV 26105

### **Pay Grade**

05 (Salary is commensurate with education and experience)

### **Function/Summary**

This position will oversee the day-to-day operations of the ITC Innovation Lab, deliver high quality instruction to students, and coordinate academic and technical activities to ensure a safe, efficient, and student focused learning environment. The ideal candidate will possess a blend of technical expertise, teaching, and organizational skills which will support student success and uphold WVUP's mission.

### **Minimum Qualifications**

Education:

- Required: AAS degree in business, entrepreneurship, engineering, or related field, or equivalent combination of education and/or experience.

Experience:

- Required:
  - 1 year of related experience
  - Understanding of the technology used in and working with equipment found in the Innovation Lab
- Preferred:
  - 3 years of related experience

Licensure: N/A

### **Knowledge, Skills & Abilities**

- Knowledge and familiarity with various computer applications and software's that are used in an innovation center such as CAD/CAM a plus.
- Understanding of the additive/subtractive technology used in working with equipment found in an innovation center (3D printers, CNC machines, electronics)
- Excellent verbal, written, and interpersonal communication skills.
- Demonstrated multi-tasking ability and ability to re-prioritize.
- Excellent decision-making ability with sound judgment concerning safety.
- Ability to work independently, as well as collaboratively, and take initiative in one's work
- Problem-solving/critical thinking skills

### **Duties/Responsibilities**

#### **45% Overall Management**

- Overall management and program development of new ideas and initiatives.
- Strategic planning for overall management and implementation of STEAM programming.
- Develops, provides and/or supports age-appropriate makerspace STEAM related programs for students throughout the year.
- Ensures programs are value added and done by an expert in the community.
- Ensures programs are marketed and evaluated effectively while using feedback to make improvements.
- Works closely with WED Dean to develop and maintain relationships with business and industry and community.

- Develop and maintain a lab procedure manual for preventive maintenance, simulators, and equipment; laboratory safety; purchasing of supplies and kits; scheduling of lab and lab set up requests.
- Attends WED staff meetings and other meetings as directed by WED Dean.
- Professional Development opportunities to remain current in technical fields to include conference, training, etc.

**45% Day-to-Day Operations**

- Schedule and coordinate use of the laboratory by all programs.
- Maintain up to date knowledge of skills to determine materials and equipment needed.
- Prepare, set up, and clean-up all practice labs, assessments, and skills testing.
- Perform routine maintenance and minor repair.
- Maintain inventory of all equipment and disposable supplies.
- Purchase equipment, materials, and supplies used in the laboratory and restock as needed.
- Assist with the technical aspects of running a simulation.
- Remain knowledgeable about simulation equipment and software used.
- Maintain safe working practices, developing guidelines for proper use and disposal of equipment, and supplies.
- Develop and maintain a documentation and tracking system to be used for communication with faculty referring and scheduling students.
- Assure computers and printers used for computer assisted instruction are functioning.
- Maintain computerized inventory of all software and materials.
- Assist students with the technical use of computers and software.
- Supervise work study students.

**10% General**

- Other duties as assigned

WVU Parkersburg is an Equal Opportunity Institution and does not discriminate on the basis of race, sex, pregnancy, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities. Further, faculty, staff, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. WVU Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities. WVU Parkersburg provides a collegial and respectful environment that values the contribution of all faculty, staff, and students.