

JOB DESCRIPTION

JOB TITLE: Science Lab Coordinator/Supervisor (Half-Time)

REPORTS TO: Dean of Arts and Sciences (West Campus)
Provost (Spring Hill Campus)

BASIC FUNCTION: Supervises the science laboratories and provides assistance to the science instructors as required.

CLASSIFICATION: Managerial and Technical

DUTIES AND RESPONSIBILITIES:

1. Supervises the day-to-day operation of the science laboratories and associated support areas.
2. Maintains, repairs, and sets up science laboratory equipment, as necessary.
3. Assists instructors in assembling equipment and materials for laboratory classes.
4. Supervises student laboratory assistants and trains them in safe laboratory practices.
5. Arranges for science laboratory equipment maintenance and repair from outside vendors.
6. Assists instructors in preparing purchase orders for science laboratory supplies and equipment.
7. Assists the Dean and/or Provost in monitoring the science laboratory budgets.
8. Maintains records of purchase orders and receiving reports for science supplies and equipment and follows up on orders to ensure timely reports.
9. Maintains laboratory equipment, supplies, and support areas in a safe, neat, and orderly manner.
10. Keeps current in the operation of science equipment and software used in the laboratory.
11. Keeps current with OSHA rules and regulations and abides by all applicable regulations for protecting persons and the environment.
12. Maintains an up-to-date inventory of science supplies and equipment.

Job Description

Science Lab Coordinator/Supervisor (Half-Time)

13. Maintains current chemical inventory and submits reports to the Dean and Provost.
14. Participates on College safety committees and contributes to the Hazardous Material Management Plan, as assigned.
15. Performs annual safety inspection of science laboratories and submits report to the Dean.
16. Coordinates annual chemical disposal for science laboratories and submits report to the Dean.
17. Performs all other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Science from a regionally-accredited institution is required. Microcomputer experience is also required. Experience in managing a science teaching laboratory and knowledge of applicable OSHA safety requirements is preferred.

file: Science lab Coordinator – Supervisor (Half-Time)

last revised: 7/01/98; 10/18/99; 11/04/99; 7/01/01; 7/01/05; 8/01/07, 7/18/11; 7/1/13