

**MONROE COUNTY COMMUNITY COLLEGE
JOB DESCRIPTION**

SCIENCE LABORATORY COORDINATOR

Supervised By: Dean of Science and Mathematics
Supervises: Student Laboratory Assistants

Position Summary:

Under the supervision of the Dean of Science and Mathematics, responsible for keeping all science laboratories, facilities, and equipment in working condition so students will have an optimum learning environment. Will interact with all division faculty and staff to establish instructional and equipment needs, and establish annual laboratory budgets. Will assist in the hiring of student laboratory assistants and will be responsible for their training and supervision.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Prepares and sets up laboratory materials, demonstrations, and practical exams as designed by faculty in all science laboratory sections including the greenhouse and observatory. This includes preparation of equipment, reagents, solutions, etc., as well as set up and take down of the laboratory session.
2. Provides technical support and acts as information resource for laboratory instructors and division staff.
3. Supports faculty in development of laboratories.
4. Acts as the Chemical Hygiene Officer for the Division. Responsible for implementing/maintaining college policies and procedures to comply with federal, state, and local regulations and recommends environmental, health, and safety related improvements.
5. Purchases supplies/equipment; researches products, prepares/analyzes bids, purchases required items, receives shipments verifying contents, assembles, tests/installs new equipment/instruments; maintains and properly controls/stores inventory.
6. Supports and assists the dean in the identification of lab equipment needs.
7. Coordinates all safety related tasks, including maintaining MSDS records and waste disposal issues.

8. Performs regular planned maintenance/calibration, troubleshoots, and carries out minor repairs on a variety of scientific research-type instruments and equipment and arranges for major repairs and/or replacement, as necessary.
9. Assists faculty in the recruitment of potential student laboratory assistants.
10. Trains student laboratory assistants, including in updated laboratory safety procedures as appropriate.
11. Supervises student laboratory assistants to facilitate the daily running of laboratories.
12. Determines needs for disposable items for all science laboratory courses.
13. Keeps up-to-date records of inventory, orders, and receipts.
14. Assesses general organization of laboratories, instituting reorganization of equipment as necessary, stocking items in appropriate locations.
15. Works with faculty to assure general cleanliness of laboratories and coordinates with student assistants to maintain a clean, safe laboratory environment.
16. Participates in division and college functions and meetings.
17. Membership in a professional organization upon or after hire.
18. Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned this classification. They are not to be construed as an exhaustive list of all job duties personnel so classified.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor of Science degree; coursework in Biology and Chemistry required, and coursework in Geosciences and Physics preferred.
- Experience with hazardous/toxic materials/chemicals.
- Experience calibrating/troubleshooting scientific research instrumentation and equipment.

- Mechanical abilities sufficient to use tools and affect minor repairs to laboratory equipment.
- Ability to work closely with a diverse faculty/student population.
- Ability to effectively communicate ideas and concepts orally and in writing.
- Some supervisory experience is preferred.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. Employee must view and produce written and electronic documents. The employee frequently is required to reach with hands and arms, and stoop, bend, and crouch. Employee must be able to lift up to 50 pounds. The employee frequently is required to work with sufficient manual dexterity to minimize chemical spills, glass breakage, and damage to equipment.

While performing the duties of this job, the employee regularly works in a laboratory, where some physical contact with chemicals and their fumes is unavoidable. The noise level in the work environment is generally quiet and sometimes moderate.

Employees must be able to travel between main campus and Whitman Center.

Signature of Employee

Date