

POSITION DESCRIPTION

**TITLE: Laboratory Facilities Coordinator and Instructional Support Specialist –
(Exempt)**

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

The responsibilities and duties of the Biology Facilities Coordinator and Instructional Support Specialist will be multifaceted and include coordinating instruction and design for the BIOL105L and BIOL106L laboratory courses, acting as the coordinator for the Biology Teaching Assistants (BIOL 307), and managing Biology outreach, events, and facilities. This position reports to the Biology department chair.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.

Laboratory Coordinator for BIOL105L, Biol106L:

- Develops, recommends, and implements procedures in consultation with course faculty for these laboratory courses.
- Coordinates, leads, and instructs faculty and student teaching assistants in laboratory protocols.
- Works with faculty to build upon existing laboratory exercises and assists with the development of new exercises.
- Participates in the design of laboratory curricula and laboratory manuals.
- Assists in the development of the instructor's manuals for the courses.
- Keeps records of and maintains reagents and equipment that is in the associated laboratory spaces for these courses.
- Assists faculty with maintenance of online course websites.
- Leads weekly laboratory prep meetings for faculty and student teaching assistants.

Biology Teaching Assistant (BIOL307 Coordinator):

- Coordinates all activities and syllabus for BIOL307 each term.
- Communicates with biology majors about teaching assistant requirements.
- Assists Biology Chair with recruiting and assigning teaching assistants to instructors.
- Acts as a liaison between faculty members and students.
- Manages online course website.
- Records assignments turned in as required by Biol307 syllabus.
- Coordinates the registration of teaching assistants with the registrar's office.

Biology Facilities Manager:

- Manages Biology specific facilities including greenhouse, cold-rooms, teaching and research lab spaces. Interacts with the Physical Plant and the Schaefer BFC as needed.
- Regular monitoring of all facilities. Reports any problems or issues to the Biology Chair or Physical Plant as needed.

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Miscellaneous Departmental Duties:

- Manages and supervises Departmental student workers.
- Assists with maintenance of IT equipment in laboratory spaces.
- Facilitates regular updates to the biology department website and social media accounts.
- Facilitates development of external internship programs for biology majors.
- Assists with data collection about our students and alumni.
- Coordinates and leads outreach programs that connect SMCM Biology students to the wider community.
- Plans and executes departmental events (social events, research symposium, etc.).
- Assists in coordination of shared resource use.
- Develops and implements departmental policies such as facilities usage and safety protocols.
- Participates as a member of Departmental or College-wide committees.
- Participates as a full department member in the Biology Department meetings.
- Engages in professional development opportunities when available.
- Oversees students preparing solutions for instructional use as appropriate and as requested by instructors of Biology courses.
- Serves as academic advisor for up to 15 students per term.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree, master's degree preferred.
- Experience: Preferred experience in working with laboratory safety and management of hazardous materials.
- Technical expertise in scientific laboratory equipment.
- Experience in budget management and accounting practices.
- Excellent oral and written communication skills, proven attention to detail and organizational ability.
- Ability to work independently and with initiative.
- Ability to frequently lift up to twenty-five to thirty (25-30) pounds and occasionally lift up to fifty (50) pounds to move heavy lab equipment using carts or dollies.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.