

## POSITION DESCRIPTION

---

**TITLE:           Coordinator of Laboratory Support for Chemistry and Biochemistry  
- (Exempt)**

### **Collective Bargaining – Ineligible - Managerial**

**Definition** - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

**This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

---

### **JOB SUMMARY:**

Reporting directly to the Department of Chemistry and Biochemistry Chair, the Coordinator of Laboratory Support for Chemistry and Biochemistry acts as the department laboratory manager in support of instructional and research activities and teaches the equivalent of six laboratory sections per academic year.

### **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 employee handbook.
- Procures, prepares, supervises, or otherwise supports preparation of laboratory reagents and equipment for all instructional and research laboratories.
- Sets up and maintains computer laboratory stations including specific laboratory software needs.
- Assists in setting up (including supervising building needs) and maintaining special laboratory apparatus for instructional and research laboratories. Troubleshoots and/or repairs broken laboratory equipment. Performs repairs in-house when possible; when necessary locates suitable repair vendor, ships items out for repair and tracks progress of such.
- Participates in the design and layout of laboratory spaces.
- Coordinates the use of laboratory space and equipment among faculty members.
- Recommends laboratory and IT equipment needs to department chair, researches selection of the most appropriate products, and coordinates procurement, installation and maintenance of such products.

## **Position Description**

### **Coordinator of Laboratory Support for Chemistry and Biochemistry**

#### **Page 2**

---

- Assists department chair with developing and managing the department budget.
- Works with faculty to build upon existing laboratory exercises and assists with the development of new exercises.
- Teaches the equivalent of six laboratory sections per academic year. The coordination of two or more laboratory sections in a specific course is the equivalent of teaching one laboratory section. Coordination includes developing and distributing student materials, instructing laboratory assistants, and supporting laboratory instructors.
- Updates and maintains online laboratory resources and laboratory instructional materials (including data acquisition and analysis via computerized laboratory stations).
- Trains and supervises student laboratory assistants for specific laboratory courses (courses determined by departmental need).
- Coordinates SMP efforts with regards to chemical and equipment needs, storage, and safe use. Also assists the department with SMP logistics (scheduling presentations, sending out google forms, etc.)
- Supervises and maintains inventories of chemicals, chemical equipment, and chemical wastes.
- Develops and maintains safety programs for the department along with Environmental Health and Safety (EHS).
- Is a standing member of the department's safety committee.
- Compiles and processes orders for chemicals and supplies (including SMP expenditures); maintains software system tracking of these orders.
- Supports community outreach programs through supervision of student performed chemical demonstrations.

#### **MINIMUM QUALIFICATIONS:**

- Education: Master's degree in Biochemistry, Chemistry, or related scientific field, or Bachelor's degree with documented equivalent experience.
- Ability to work well with students and faculty in a small, liberal-arts college.
- Computer competency in (Windows/Mac platforms), computer data acquisition systems, database management and spreadsheet data analysis.
- 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.