



Position Title: Associate Instructor - Academic Science Lab Manager
Reports To: Department Chair
Department: Natural Sciences, Health and Wellness
Prepared By/Date: Guillermina Damas/02-22-11
Approved By/Date: Guillermina Damas/03-01-11
Revised: Elaine Spence/03-31-11

Job Code: 3802-00E
Job Group: PENC
Salary Grade: 12
FLSA Status: Exempt

Summary:

This position is responsible for the overall operation of all the Biology, Chemistry, Biotechnology, Geology, Anatomy and Physiology, and Physics laboratories on the Wolfson Campus. It is responsible for preparing, implementing, and maintaining experiments for Biology, Anatomy, and Physiology courses and providing instructional technical support to students and faculty.

Essential Duties and Responsibilities:

- Develops, improves, and troubleshoots lab experiments
- Determines quantities needed for laboratory experiments
- Sets up all Biology, Anatomy and Physiology experiments
- Maintains all stations for each lab section
- Maintains Biology, Anatomy, Microbiology and Biotechnology lab instruments and makes minor repairs
- Coordinates major upgrades and repairs to lab instruments
- Identifies, classifies, labels, and stores hazardous waste for disposal
- Updates and maintains lab safety notebooks in teaching laboratories, adding new material from OSHA as it is received
- Provides technical assistance and information to faculty and students
- Determines the selection of instructional software titles with other department members
- Develops evaluative guidelines for the acquisition of software applications
- Trains other department members in the use of these guidelines
- Performs piloting/ testing of software titles for adoption in the department and department labs.
- Reviews and purchases instructional software and hardware
- Maintain an up-to-date database inventory of all department computer lab software applications
- Works with the department faculty to train them in the use multimedia classroom/ lab facilities
- Assists faculty to develop digital instructional products
- Develops website and online learning opportunities
- Establishes instructional objectives, timeliness, prescriptions, and assessments
- Reviews and researches new products and technological developments
- Selects, orders, and maintains supplies and materials
- Maintains computer equipment and software
- Coordinates the construction and implementation of new science labs
- Identifies needs for improvement; compiles data and prepares reports
- Serves on committees and participates in professional development activities
- Works with Department Chair and Faculty in grant writing and grant implementation
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to function independently in the laboratory, including preparing reagents, testing experiments, conducting trials to determine feasibility of modifications of procedures and designing alternate procedures aimed at solving immediate problems, reducing costs, or making most efficient use of available resources.

- Thorough knowledge of lab experiments and a working knowledge of the physical and chemical properties of the reagents needed in order to maximize efficient use of current resources and provide sufficient quantities of chemicals and appropriate equipment for all lab sections.
- Advanced computer and technology skills.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The academic Science lab manager needs to work in two buildings and has to move equipment and supplies from one building to another.

Essential Personnel:

This function/position has been designated as “essential”. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or report to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in Biology, Chemistry, Biochemistry, Microbiology, Biotechnology or related field and three (3) years of work experience in an academic setting.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name