



<b>Position Title:</b>	Part-Time Science Lab Manager		
<b>Reports To:</b>	Department Chair		
<b>Department:</b>	College-wide	<b>Job Code:</b>	8146
<b>Prepared By/Date:</b>	Jennifer Brito/06-15-2010	<b>Job Group:</b>	H1-NIE
<b>Approved By/Date:</b>	College-wide	<b>Salary Grade:</b>	HD
<b>Revised:</b>	Donna French/01-13-2012	<b>FLSA Status:</b>	Exempt

### **Summary:**

The Part-Time Science Lab Manager is responsible for preparing, implementing, and maintaining experiments for all of the natural science courses.

### **Essential Duties and Responsibilities:**

- Oversees the functioning of the science laboratories and prep areas
- Provides support to Full-Time and Part-Time Instructors during experiments
- Maintains a chemical inventory and Material Safety Data Sheet (MSDS) notebook for chemistry courses
- Assists with providing advisement/registration of students as requested
- Organizes and prepares experiment schedules according to faculty instructions
- Provides technical assistance and information to faculty and students
- Develops and distributes instructional handouts
- Maintains and compiles data and prepares reports
- Set-up labs and picks up the materials after experiments are completed
- Supervises and schedules Part-time Lab Assistants
- Ensures adequate staffing for Lab services
- Maintains inventory of all equipment and maintains equipment in working order
- Maintains adequate stocks of lab supplies and instructional materials
- Stays abreast of science and technological innovations and makes recommendations regarding appropriate equipment, software and resources
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge of and skill in independent preparation of laboratory agents and solutions
- Experience handling hazardous chemicals and waste is desired
- Possess excellent communication skills (verbal and written)
- Possess excellent organizational and supervisory skills
- Possess excellent interpersonal skills
- Possess excellent knowledge and skills of Microsoft Office software and database applications
- Proficiency in using web-based applications
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to communicate effectively and work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

### **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 quiet.

**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.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

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

- Bachelor's Degree in Chemistry, Biology or related sciences and three (3) years related work experience

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name