



CLARK ATLANTA UNIVERSITY Job Description

Position Title:	Laboratory Coordinator
Department/Program:	Chemistry
Reports To:	Department Chair

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Laboratory Coordinator (LC) is responsible for the coordination, administration and technical support of the undergraduate laboratories. The LC is an integral component in the Department's goal to provide excellence in teaching to undergraduate students. The LC must have a thorough knowledge of and responsibility for complex laboratory operation. Understanding of organizational policies and procedures must be demonstrated by regular relating of information regarding department/University policies.

Examples of Duties and Responsibilities:

- Develops and implements policies, procedures, and standards for lab operations to ensure the efficiency, effectiveness, and quality control of the laboratory and compliance with federal, state, and university regulations and standards
- Plans and coordinates resource requirements for the introductory laboratory program; develops scheduling plans for space, material, equipment and facilities
- Develops the laboratory exercises and maintains currency of the information and the lab manuals; coordinates the production and delivery of the laboratory manuals, lecture and laboratory exams
- Jointly with faculty advisors and Undergraduate Chair, develops laboratory policy and procedures for the introductory courses
- Assists faculty with designing experiments
- Prepare equipment, materials, reagents and other necessary supplies for the introductory laboratories on a daily basis and ensure that all these are in place prior to each lab.
- Monitors student lab sessions while in progress
- Participate in weekly meetings with the Faculty lab instructor, and graduate teaching assistants prior to the laboratory to prepare the teaching assistants on the laboratory exercises and pedagogy
- Sets and/or reviews laboratory exams and exercises as situation demands; proctors exams;
- Maintains lab equipment; Provides support and assistance related to facilities and equipment issues and repairs.
- Teaches the laboratory as need arises; may serve as backup to teach lectures for faculty
- Provides technical and administrative support for the undergraduate labs; establishes the SOP and safety protocols for the lab; trains users on the operations of the instruments and equipment
- Maintains lab inventory and orders supplies
- Provides technical support for the departments outreach activities, including Science Open House
- Acts as the Safety Coordinator for the general chemistry and organic chemistry student laboratories. Develops and/or conducts safety training workshops for students

Knowledge, Skills and Abilities:

- Knowledgeable of the specialized teaching techniques for effective laboratory instruction in general and organic chemistry
- Supervises teaching assistants/undergraduate researchers

- Proficient at an advanced level with all Microsoft Office, select Banner applications and other job related technologies
- Thorough knowledge of office administration and University procedures
- Excellent interpersonal skills (written, verbal, and active listening) Communicates clearly, professionally, and effectively with all stakeholders.
- Prepares reports and monitors action items and operating budgets
- Maintains a high level of accuracy in preparing and entering information
- Ability to:
 - Work well under pressure, meet deadlines, and multitask;
 - Implement procedures that promote office efficiency;
 - Effectively prioritize activities;
 - Organize records and manage electronic data and filing systems; and
 - Deliver exceptional customer service to all stakeholders.

Minimum Hiring Standards:

Education	Minimum: Bachelor's degree in Chemistry. Graduate degree in chemistry or related discipline preferred.
Years of Experience	2 to 3 years of experience in managing undergraduate laboratories
Years of Management/Supervisor Experience	None

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