GENERAL STATEMENT OF DUTIES:

The Biology Laboratory Coordinator reports to the Natural Science Division Chair and is responsible for supervising the biological science laboratories to ensure that faculty have the materials and equipment necessary to meet the laboratory competencies of their courses in a safe, clean, and neat environment. This includes responsibility for the supervision, training and evaluation of student laboratory assistants. The Laboratory Coordinator will be responsible for preparation of laboratory activities for 9 sections of General Biology laboratory, 9 sections of Anatomy laboratory, and 3 to 4 sections of Microbiology laboratory each fall and spring semester. The coordinator assures that all labs meet all applicable safety regulations; conducts regular inspections of the laboratory facilities and immediately remediates any deficiencies; ensures that throughout the day the faculty have the materials and equipment needed to properly teach their courses; interacts with the Faculty to develop and update laboratory work orders; supervises the ordering of all laboratory supplies; maintain the inventory files and ensures that all chemicals are properly stored and documented; ensures that all biological specimens, equipment, and other materials are properly stored; ensures that all chemical and biological waste is properly collected, stored, and removed for disposal; ensures that all laboratory equipment and instruments are properly maintained and before the start of each fiscal year, with the Division Director, develops the laboratory operating cost and capital budgets.

MAJOR RESPONSIBILITIES:

- Supervise general biology/microbiology/anatomy & physiology student workers
- Supervise daily set-up and take-down of general biology (9 sections) and anatomy and physiology lab (9 sections) materials
- Prepare microbiology media (3 to 4 sections) and clean-up as necessary
- Purchase biology lab supplies required for clean-up and general maintenance of all labs (MS 110, 111, 117, and IT 104) and stockrooms
• Coordinate with the divisional director to provide assistance throughout the natural sciences division for the laboratory requirements of the adjunct faculty

• Maintain the function and cleanliness of the Biology Labs.

• Clean/autoclave glassware and return to proper locations.
• Supervise student assistants in the completion of any of the above tasks.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Biology or a related field required; Master’s degree preferred. Experience working in a laboratory science laboratory setting; Community College experience preferred.

Signatures:

________________________  __________________________
Lab Coordinator                    Date

________________________  __________________________
Biology Division Director          Date

________________________  __________________________
Executive Vice President for Instruction  Date

________________________  __________________________
President                    Date