



**DATE ISSUED:** 09/05

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Biology Laboratory Coordinator

### **JOB SUMMARY**

Performs administrative work in the preparation and operation of instructional, simulation, and experimental laboratory classes. Work includes the physical preparation of the laboratory for instruction, coordinating the use of media resources, and assisting instructors. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Chair, Biology Department

*Supervises:* Graduate Assistants and Graduate Teaching Assistants

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Prepares materials, equipment, and work area for laboratories.

Coordinates the use of the lab media resources and facilities.

Assists faculty and graduate teaching assistants in the instruction of planned laboratories and experiments.

Maintains the orderliness and cleanliness of the facility.

Keeps abreast of changes in equipment, procedures, and policies in the service area, and assists faculty in evaluating the changes impact on curriculum.

Identifies and investigates the feasibility of alternate sources of equipment and supplies, and facilitates contributions of same.

Develops and posts procedures and guidelines for laboratory.

Orders or procures supplies, equipment, and resources needed for the laboratory.

Acts as a skills resource for students.

Maintains pertinent records.

Observes work and safety rules.

### **ADDITIONAL DUTIES**

Performs other duties as requested.

### **EDUCATION**

Master's degree in Biology or related field.

### **EXPERIENCE**

One year as a graduate teaching assistant in a biology lab.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Knowledge of basic biology and molecular biology fundamentals.

Ability to effectively communicate both orally and in writing.

Knowledge of and ability to operate equipment traditionally found in a laboratory setting.

Ability to work indoors and around sharp objects.

Ability to use a personal computer and other office equipment.

### **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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office and/or laboratory setting. The noise level in the work environment is low to moderate. The employee may be required to travel. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat.

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This particular task involves chemical hygiene biological safety; hazardous wastes; and blood pathogens.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***