Job Description

Job Title:	Instructional Lab Coordinator	**Grade:**	J
Department:	Sciences	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function

Plans and coordinates laboratory activities to support instructional programs and provide tutorial services to students.

Characteristic Duties and Responsibilities:

1. Monitors laboratory activities; enforces rules and regulations and ensures safe environment.
2. Instructs students in laboratory classes; assists students with laboratory class-related problems, tutors students, reviews student lab work, monitors student progress, tests, and grades students.
3. Prepares facility for classes and ensures that work areas are clean and neat; ensures that equipment, materials, and handouts are laid out for classes.
4. Assists in maintaining laboratory equipment; performs simple maintenance, cleans and stores equipment when not in use, monitors condition, and notifies supervisor of any needed repairs.
5. Monitors inventory of materials and supplies, initiates ordering process as needed.
6. Researches and evaluates new equipment, and makes recommendations regarding purchase decisions.
7. Maintains a library of materials which may include books, tapes, and magazines.
8. Monitors activities of part-time student lab assistants; establishes schedules and assigns tasks.
9. Maintains records of laboratory activities and student files including grades and attendance.
10. Teaches class in the instructor's absence.
11. Design new lab activities and experiences for the students.
12. Select appropriate manuals required for the lab.

Reporting Relationships:

Direction Received: Reports to Director, Division director, Chair of academic unit, or Program Director.

Direction Given: Responsible for directing and monitoring the work of part-time and/or temporary employees.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. May 2014

Job Description

Job Title:	Instructional Lab Coordinator	**Grade:**	J
Department:	Sciences	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Minimum Requirements:

Master's Degree from a regionally accredited institution in a Science related discipline

Knowledge. Skills. Abilities and Worker

Supervisory skills

Knowledge of laboratory procedures

Ability to work well with individuals with diverse background

Working Conditions:

Typical lab environment

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. May 2014