



JOB TITLE:	Full Time Laboratory Manager Clinical Faculty
DEPARTMENT:	School of Natural & Applied Sciences
SUPERVISOR:	Dean
FLSA STATUS:	Non-Exempt

MAJOR PURPOSE:

Provide technical support for the operation and maintenance of instructional laboratories and stockrooms for life science and physical science education at William Jessup University. Responsibilities include hazardous material storage, clean up, and disposal, the preparation, stocking, and issuing of laboratory supplies and materials, maintenance of laboratory records including supply inventory, chemical safety documents, equipment servicing, vendor contracts, and purchase orders, and the coordination of resources for multiple instructors and laboratory courses.

The pay range for this position is generally: \$50,000-\$55,000/year. Individual pay is determined by a number of factors including job-related skills, experience, relevant education or training, internal equity and location.

This position is 100% in person, on campus.

ESSENTIAL DUTIES:

- Order, receive, store, maintain, and ensure availability of supplies, materials, and equipment.
- Prepare instructional materials for instructor demonstrations and student use
- Prepare and issue materials and equipment for student use
- Organize and facilitate the collection, clean up, and disposal of biohazardous or toxic chemical waste, and interface with hazardous waste disposal vendors
- Adhere to state and local laws and regulations relating to health and safety, and safe storage and disposal of hazardous materials
- Maintain the stockroom and laboratory in a safe, clean, and orderly condition, which includes functional checks on safety equipment such as eyewash stations, showers, fire extinguishers and hoods
- Train instructors and student helpers in stockroom operation
- Prepare and maintain various records and reports related to laboratory operations, including stockroom equipment and supply inventories, equipment maintenance records, chemical hygiene records, and records of storeroom expenditures and consumable materials use
- Control expenditures within the assigned budget allocation and provides data for and prepare budget estimates
- Meet with science faculty, instructional assistants, and information technology personnel to assist in the design and development of experiments and demonstrations

- Clean, sterilize, adjust, and/or perform minor repairs to laboratory and stockroom equipment
- Other duties as assigned.

QUALIFICATIONS:

EDUCATION/CERTIFICATIONS:

- Bachelors of Science in related field of study
- Two years of responsible and successful work experience in a science laboratory or stockroom, or equivalent training.

REQUIRED KNOWLEDGE/EXPERIENCE:

- Composition, structure, and properties of substances as well as basic chemical processes, transformations, and interactions
- Laboratory safety procedures, interpretation of MSDSs and hazard labels, safe handling and proper disposal of hazardous materials
- Federal, state and local safety laws and regulations as they apply to laboratory practices
- Plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
- Principles, practices, procedures, vocabulary, supplies, materials, and equipment commonly used in a science laboratory and stockroom
- Record keeping and filing techniques; basic computer applications; elements of correct English usage, spelling, and vocabulary

SKILLS/ABILITIES:

- Find and identify essential information in printed and online reference materials
- Inspect and evaluate the quality of products
- Work cooperatively with students, faculty, and staff, demonstrating tact, patience, and courtesy
- Follow a protocol to arrange materials and organize actions in a particular order
- Understand technical information/scientific concepts presented in both speech and writing
- Communicate clearly technical information/scientific concepts in both speech and writing
- Manage own time, time of lab technicians, and meet faculty scheduling demands and course time lines
- Work independently, set priorities, and perform several tasks simultaneously
- Compile, prepare, and maintain accurate records and reports
- Use a personal computer for word processing, spreadsheet, and database applications
- Accurately perform basic mathematical calculations used to solve basic formulae

- Maintain stockroom records, equipment and materials in an orderly condition
- Operate a wide variety of equipment common to science labs and stockrooms
- Operate a motor vehicle as needed
- Multi-lingual capabilities helpful

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of William Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date