Position Title: Part-time Science Lab Coordinator (multiple positions)

Position Summary: The primary purpose of this position is to coordinate the preparation and setup of science laboratory experiments and activities. Other duties include the monitoring the Science, Technology, Engineering, and Mathematics (STEM) Computer Lab, purchasing and taking inventory of supplies and materials, maintaining proper waste disposal in labs and maintaining/repairing equipment. The Science Laboratory coordinator works closely with faculty members and student laboratory assistants to prepare the laboratories each week for class. The incumbent must practice good interpersonal skills and be able to work independently. Knowledge of work processing and spreadsheet software is required.

Required Qualifications:
- Bachelor’s degree or higher with major in Biology or Chemistry or Associate’s degree or higher with major in one of the sciences.
- Preference will be given to candidates with experience working in an educational science laboratory and to those who have an interest in biomedical research and/or grant proposal writing.

Other Qualifications:
- Knowledge of Material Safety Data Sheets (MSDS), and Occupational Safety and Health Administration (OSHA) regulation is a plus.
- Demonstrated knowledge and experience working with lab materials and the use of common laboratory equipment.
- Demonstrated knowledge and experience with safe handling of biological materials and/or chemicals.
- Evidence of effective verbal and written communication skills.

Essential Job Functions:
1. Demonstrate acceptable level of competence in performing lab duties.
2. Provide assistance with the daily operations of assigned science labs and coordinates the college science labs (biology, anatomy/physiology, microbiology, pathophysiology, chemistry, physics and physical science).
4. Provide support for STEM related activities and programs.
5. Assist faculty with planning the experiments, recommend supplies and equipment.
6. Set up and coordinate student lab assistants who set up laboratory experiments, disassemble or supervise student lab assistants who disassemble laboratory experiments and clean facilities after lab investigations.
7. Measure or weigh compounds and solutions for use in lab protocols. Isolate, identify, and prepare specimens for examination during lab exercises.
8. Maintain an inventory of all laboratory materials and equipment, Coordinate supply orders (inventories, requisitions and restocks supplies for the laboratories) and insures materials are purchased and handled efficiently.
9. Answer questions concerning experiments and trains on equipment, lab safety and proper techniques for teaching of performing the lab investigations.
10. Attend regular meetings and faculty and/or student laboratory assistants to discuss changes and modifications in laboratory experiments.
11. Inspect lab equipment prior to operation by students to insure safety as needed. Monitors equipment of proper functioning, performs minor repairs and calibrations on equipment and contacts appropriate parties to perform major repairs.
12. Work with faculty, support staff and students to maximize the effectiveness of assigned laboratory activities to ensure that learning objectives are achieved during each lab session.
13. Monitor hazardous material in inventory in the labs; provide training of such to faculty and student lab assistants and maintain Knowledge of Material Safety Data Sheets (MSDS) notebooks on each campus.
14. Work with faculty to coordinate preparation of lab syllabi; including online resources as related to assigned labs.
15. Prepare and generate reports, proposals and recommendations related to long range planning for the area; keep detailed reports as needed.
16. Assist instructors in daily operations in the lab.
17. Demonstrate effective customer service and work ethic (i.e., preparation and punctuality).
18. Ability to communicate and deal effectively with a variety of individuals from diverse backgrounds and to communicate effectively both orally and in writing.
19. Perform other job related duties as assigned by the appropriate administrator/ supervisor.

Salary: This is a part-time position (19 hours or less per week).

Projected Start Date: As negotiated

Application Procedure:
Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of the College. It is the sole responsibility of the applicant to ensure his or her application packet is complete. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all application packets become the property of LSCC. Requests for copies of application material will be denied by the college. Only applications received during the period of this announcement will be considered. The College will not accept electronically submitted (fax, e-mail, etc.) application materials.

A complete application packet consists of:

- Letter of application
- LSCC application; completed and signed (See resume will not be sufficient)
- Resume
- Official or Unofficial transcripts from all colleges or high schools attended for which degrees have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required prior to employment.
- Three signed letters of recommendation with original signatures; one or more letters must be from a current or previous employer and must address the applicant’s proficiency in required skills and years of service relative to the position. Letters should not be older than 1 year.

Applicants who fail to submit a complete application packet will not be considered.

Application Closing Date:
Application packets must be received or postmarked by January 6, 2015. Hand delivered application packets should be delivered by 4:30pm on the closing date. Packets delivered or postmarked after the deadline will not be considered. Application packets should be sent to:

Mrs. Janice McGee, Director
Human Resources Office
Lawson State Community College
Other Information:
Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement at any time prior to awarding.

Lawson State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Post-Secondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Lawson State Community College will make reasonable accommodations for qualified applicants upon request.

In accordance with Alabama Community College System Policy and Guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the background check.