

CHEMISTRY TEACHING LAB COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position, while responsible for the performance of laboratory functions, has primary responsibility for the oversight of the safe, secure and efficient operation of the chemistry laboratory at the Community College in accordance with EPA, OSHA and State regulations. This position differs from a Chemistry Teaching Laboratory Assistant due to the higher level supervisory and administrative responsibilities. In addition, this position serves on the Chemical Hygiene Committee and advises the College on chemical waste handling and disposal. Work is performed under the general supervision of faculty with independent decision making allowed for the running of the laboratory and the management of the chemical storage and disposal program. Supervision is exercised over Chemistry Teaching Lab Assistants, student aides and work-study aide students.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares solutions and apparatus set-ups for all chemistry labs, including standardizing solutions and setting up demonstrations of equipment; prepares and tests demonstrations for faculty members;
2. Provides guidance on lab procedures to tenured/adjunct faculty and students in the chemistry teaching laboratory; assists students with lab set-up and techniques; answers questions and supervises waste disposal; coordinates and monitors make up labs by students;
3. Establishes procedures for storage and disposal of all chemicals in accordance with EPA and OSHA regulations; prepares chemicals for waste pickup by the hazardous waste company for entire College; recycles solvents by distillation to reduce the waste quantity generated by College;
4. Responds to chemical spills and incidents in other locations on campus, ensuring clean-ups are performed safely in accordance with regulations;
5. Maintains the chemistry laboratory in all aspects, including maintenance of equipment, recording inventory, and cleaning and organizing labs, storage rooms and prep area; ensures the security of supplies, chemicals and equipment;
6. Maintains the College database of Safety Data Sheets for chemicals on campus;
7. Assists in the preparation and planning of the budget for the chemistry lab, which includes purchasing chemicals, supplies and large instruments, preparing bids, maintaining relationships with sales representatives and purchasing other items through the NYS contract system;
8. Maintains the content of the chemistry lab website;
9. Tutors students in chemistry homework problems and lab report questions;
10. Interviews, supervises and trains Chemistry Teaching Lab Assistants, student aides in laboratory techniques and procedures, including preparation of solutions and safety procedures;
11. Represents the chemistry lab on the Chemical Hygiene Committee for the campus, records and distributes the meeting minutes, assists the Committee in preparing the chemical hygiene plan, making training recommendations, establishes protocols for chemical safety, examines incidents on campus, recommends improvements in procedures and advises the engineering department on the development of the chemical procedures;
12. Updates lab manuals, including the writing and testing of new labs, continually making revisions

CHEMISTRY TEACHING LAB COORDINATOR (Cont'd)

TYPICAL WORK ACTIVITIES:

- and improvements to existing labs; coordinates lab schedule to align with textbooks;
13. Tracks billing of students for missing equipment and keys; contacts students by email, letter, and phone calls to increase return rate of keys and other borrowed equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the safe storage and disposal of hazardous and non-hazardous chemicals; good knowledge of the equipment and procedures used in a chemistry lab; good knowledge of the principles and terminology of chemistry as would be used at the first and second year collegiate level; good knowledge of laboratory safety procedures and practices; working knowledge of budgeting principles and practices; knowledge of supervisory practices including scheduling, organizing work flow, resolving problems and evaluating staff performance; skill in repairing and maintaining laboratory equipment used in a chemistry lab; ability to effectively coordinate more than one activity at one time; ability to communicate effectively both orally and in writing; ability to read and interpret technical material within the specific laboratory discipline; ability to keep records; mechanical aptitude; manual dexterity; patience; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Chemistry or Biology WITH a minimum of sixteen credits in Chemistry PLUS three years of paid work experience in a teaching or research laboratory which required the preparation and disposal of chemical substances.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

NOTE: Work experience in a medical or environmental laboratory is not considered qualifying experience.

ADOPTED: 1/1/2019
REVISED: 5/7/2019