

# WESTMONT COLLEGE

## Lab Coordinator

Biology Department

**Position Summary:** A temporary, one or two year, non-faculty position responsible for laboratory management, providing instructional and technical support for faculty members in the Biology Department

### **Qualifications/Requirements:**

- Committed to the mission of Westmont as a liberal arts college in the evangelical Christian tradition and personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations
- Several years of research, technical, or teaching experience desired.
- Proficient with PC and Macintosh OSs and MS Office.
- Desire and ability to serve the needs of others while maintaining focus on details and deadlines.
- Level of training in lab management, particularly the safe dispensing, use, storage and disposal of biological and biologically-related chemical waste.
- Must have ability to multi-task with accuracy and reliability, plan, organize, and complete assignments without the need for close supervision
- Must be able to establish and maintain cordial relationships with staff, faculty, students, and the community.
- Must have a willingness to learn new procedures and programs & ability to work independently and be proactive

### **Responsibilities:**

- Supporting other Biology faculty in lab instruction through preparing solutions, making arrangements for overnight field excursions, and setting up lab stations, computers, and equipment.
- Ordering reagents, maintaining appropriate inventory of general lab supplies, and researching and getting quotes for larger purchases.
- Maintaining laboratory equipment and computers, loading and updating software as needed.
- Hiring and supervising student workers and assisting other faculty in hiring TAs for labs
- Promoting and maintaining laboratory safety, including managing our hazardous waste collection
- Supporting Biology faculty and research students in research projects
- Running autoclave to sterilize laboratory equipment, solutions, and biohazardous waste
- Being a full participant in the life of the department (e.g. attending weekly department meetings).
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with colleagues, faculty, students, and visitors by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily

admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

**Reports to:** Department Chair 6.19