

Laboratory Coordinator- C - Biology

Position Information

Posting Details

Position Title	Laboratory Coordinator- C - Biology
Department	Biology Department
Duration of Position	Academic year / Full time
Work schedule (other than Regular hours)	
Employee Type	Staff
Posting Date	08/09/2022
Posting Removal Date	
Union Representation	CWA
Posting Number	AS263P
Pay Rate	\$17.31 per hour

About Vassar College

Located in the scenic Mid-Hudson Valley, Vassar College is a highly selective, residential, coeducational liberal arts college. Vassar is deeply committed to fostering a community that reflects the values of a liberal arts education and to promoting an environment of equality, diversity and inclusiveness. Vassar seeks to create a pluralistic community for all staff, faculty and students. Vassar College is an Affirmative Action, Equal Opportunity employer, and applications from women, individuals with disabilities, veterans, and members of historically underrepresented groups are especially encouraged.

Vassar College is a smoke-free, tobacco-free campus.

Note: Vassar College has a universal vaccination policy requiring a COVID-19 vaccination, including a booster, for all employees except for those exempt for medical or religious reasons.

Position Summary and Responsibilities

The Biology Laboratory Coordinator prepares and maintains teaching laboratories for various courses, including, but may not be limited to courses from our intermediate-level curricular areas: (1) physiology, natural history, and ecology, and (2) genetics and cellular biology. Courses are at the introductory and intermediate level. The Biology Laboratory Coordinator also performs a wide variety of other fundamental tasks for the department. **This position is full-time, 37.5 hours/week, for the academic year, 38 weeks/year.**

Responsibilities:

Biology laboratory course support:

- Prepare and organize supplies, materials, solutions, and equipment for laboratory sessions. Reserve equipment when necessary. Clean up after laboratory sessions. Print laboratory manuals for some courses. Maintain procedural information on how to prepare a laboratory course.
- Assist faculty during laboratory sessions as needed, typically by guiding students in equipment use and driving for field trips.
- Assist with teaching students how to use equipment and other resources for their independent research.
- Care of live organisms, which requires specific knowledge of plants, vertebrates, invertebrates, and bacterial and viral cultures.
- Computer management: Schedule computer requests, move carts between laboratories as needed. Physically and digitally clean computers after student use. Install and update software needed for laboratory courses.
- Supervise student laboratory assistants.
- Course purchases and budgeting: Research products, price and place orders for laboratories. Keep track of spending to stay within allocated budget and reconcile budget

when necessary.

Course development:

- Meet with faculty to discuss planning and implementation of laboratory protocols. Research, test, and revise protocols.

Facilities and equipment support:

- Respond to building and facilities problems. Coordinate among Facilities Operations staff, outside companies, and faculty for repair work or restoration of services.
- Move and reconfigure teaching laboratory spaces if required.
- Coordinate with faculty and staff on the use of spaces and equipment that are shared among departments/programs.
- Assist with maintenance and coordination of repairs for equipment.
- Assist with coordination of new equipment purchases.
- Periodically assess and assist with calibration of analytical equipment.
- Coordinate computer repairs and allocations with CIS.
- Design and build scientific apparatus.
- Assist with teaching other staff and faculty across the Division about new instrumentation, protocols, and software.
- Assist in the greenhouse/phytotron room when student assistants are unavailable or when Greenhouse Manager is not present.
- Assist faculty with the Herbarium as needed.

Safety Compliance:

- Train student laboratory assistants in chemical, radioactive, hazardous waste, biohazard, and field safety procedures.
- Maintain up-to-date certification for OSHA, EPA, and IACUC.

Inventory and organization:

- Coordinate usage and location of laboratory and field equipment. Update digital inventories and asset-tagged equipment.
- Maintain the stockroom and restock general use consumables.
- Receive and distribute packages.
- Manage department teaching collections of organisms.

Other roles:

- Serve on department operational committees.
- Participate in routine staff meetings and occasional departmental meetings.
- Other duties as assigned.

Qualifications

- Bachelor's degree (or higher) in Biology, Biochemistry, Chemistry or related field is required.
- A minimum of three years of professional experience in a laboratory setting preferred.
- Must have strong interpersonal skills, be able to work well on a team, and be able to work independently.
- Must be self-motivated, display initiative in accomplishing tasks, and be a good problem solver.
- Must be willing to learn new tasks as needed to support the laboratory work of the department.
- Must possess excellent verbal and written communication skills.
- Proficiency required in Microsoft Word, Excel, e-mail, and internet research.
- Must possess and maintain a valid driver's license.
- Maintain up-to-date certification for OSHA, EPA, and IACUC

Special Instructions to Applicants

To complete your on-line application, you will be required to attach your resume, cover letter, and contact information for 3 professional references. All attachments must be in PDF format. Review of applications will begin immediately. If you have any questions, please contact Human Resources, 845-437-5820.

For full consideration applicants should apply by

Anticipated Start Date

Anticipated End Date

Quicklink for Posting <https://employment.vassar.edu/postings/2763>

Open Until Filled Yes

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. Contact Information for 3 References

Optional Documents