

# Job Description

Position Title: Lab Specialist, Science

Position Control Number:

Job Group: Instructional Support

Job Level Group: Support Intermediate

FLSA Status: Non-Exempt

Salary Grade:

## Position Summary:

The Lab Specialist - Science works in the instructional areas of the natural/physical sciences performing a variety of skilled technical support duties across multiple scientific disciplines and is responsible for the organization and operation of assigned laboratory preparation areas.

Organizes lab experiments and/or related exercises and implements safety procedures. Oversees inventory of supplies, equipment, and other materials needed for daily operations of the lab or assigned space. Completes assigned technical duties as a (microbiology, biology, chemistry, physics, engineering and geology) laboratory specialist.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Creates instructions for how to prepare and set up science courses experiments. Maintains experiment schedules and inventories using the Laboratory Information Management System.
2. Compiles and analyzes reports, statistics, and recommendations. Writes chemical and media recipes including disposal of chemical and biochemical reagents.
3. Provides the necessary training to science lab staff of standard laboratory techniques as directed by the Science Laboratory Supervisor. Practices appropriate lab safety procedures and looks for ways to minimize lab hazards. Cross trains in other Division of Sciences disciplines.
4. Oversees chemical and/or biological stocks. Handles and reports hazardous waste disposal following institutional and governmental guidelines. Maintains and keeps SDS files up to date.
5. Participates and coordinates the preparation and cleanup of materials and equipment for (microbiology, biology, chemistry, physics, engineering and geology or other assigned area) experiments.
6. Assess classroom needs and acquire material and equipment for classrooms. Purchase of materials/equipment as approved. Receives, verifies, and enters order information into the Laboratory Information Management System.
7. Collaborates with Science Faculty and Science Laboratory Supervisor to research, create or troubleshoot classroom science experiments, and evaluate material/equipment needs. Participates in Division of Sciences outreach events
8. Utilizes and maintains specialized laboratory equipment to prepare materials for experiments and the classroom.

9. Participates and coordinates the cleaning and stocking of classrooms, prep areas, and Learning Lab. Identifies and oversees the end-of-semester tasks of laboratory areas.
10. May provide lab supervision as delegated by Laboratory Supervisor including day-to-day direction of activities and tasks of lab technicians and aides when Lab Supervisor is not available.
11. Actively participates in the Division of Sciences Laboratory Specialist Working Group (microbiology, biology, chemistry, physics, engineering and geology).
12. Participates in professional development and continues education of to keep aware of changes or advances in assigned discipline.
13. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge of laboratory techniques
4. Knowledge and application of various instructional methodologies
5. Skill in effective communication (both written and oral)
6. Skill in organization, coordination, and management
7. Skill in problem solving
8. Ability to develop and maintain effective and positive working relationships
9. Ability to operate relevant equipment required to complete assigned responsibilities for the position

### **Supervision:**

- Not responsible for supervising the work of others.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Associate degree in closely related field of study required
  - Bachelor's degree in Science or closely related field of study preferred.
  - One (1) to three (3) years of related experience in a science laboratory required.
  - Three (3) to five (5) years of laboratory related experience in an institution of higher learning preferred.
  - May require specialized certification depending on assigned department including a Hazardous Materials Certification.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional setting; to stand for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement to include use of a computer keyboard; to operate various equipment required to perform job; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as infectious disease, chemicals, or moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Flexible schedule to include evening or weekend work duties as required to meet departmental needs.
- Pre-employment Background Check Required

- DMV Check/Current and Valid AZ Driver's License