

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Laboratory Coordinator (Part-time)	FLSA status:	Exempt
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DEPARTMENT:	Natural Sciences	REPORTS TO:	Chair – Natural Sciences
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Position summary: Under indirect supervision, this is a part time position reporting to the Chair of Natural Sciences.

Position responsibilities:

- Oversees the operation of a study room rescitation laboratory.
- Establishes priorities for students and ensures adherence to course material
- Participates in the development and implementation of course laboratory procedures and work methods.
- Makes recommendations to improve course efficiency and pedagogy.
- Performs a variety of specialized technical tasks in fields such as anatomy & physiology, chemistry, biochemistry, physiology and histology
- Reviews, tests, evaluates, and modifies equipment and methodology. Develops methodology; assesses equipment need and coordinates the provision of equipment
- Maintains computerized information systems and participates in their development as it pertains to current courses
- Ensures compliance with safety regulations in the use of equipment.
- Ensures proper storage, handling and disposal of hazardous materials.
- Maintains equipment and performs minor repairs.
- Recommends and purchases equipment and material ensuring appropriate inventory.
- Performs minor accounting functions such as monitoring expenditures, forecasts costs of supplies, materials and equipment. Prepares invoices.
- The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks which may be performed by an employee whose position has been matched to this generic job description.
- Perform other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree in natural sciences strongly preferred.
- Experience as a laboratory assistant, teaching assistant or laboratory technician preferred.
- Teaching experience at the college level preferred.
- Teaching experience through distance education preferred.

Knowledge, Skills, and Abilities Required:

- Must have a commitment to the philosophy of the college.
- Must have knowledge of and experience with standard laboratory equipment.
- Possess effective student tutoring methods.
- Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem solving skills.
- Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
- Skills and ability to use current technology.
- Ability to demonstrate consideration of others.
- Ability to manage time to evaluate each student's progress.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak, read and write the English language effectively.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

Physical Demands and Work Environment:

- Work is normally performed in a typical classroom/laboratory environment.

- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- Possible exposure to physical risk.
- Some travel may be required to off-campus centers.