

TITLE: Laboratory Supervisor

SALARY	CLASS
SCHEDULE: <u>Staff</u>	CODE: <u>SA518</u>
SALARY	EEO
GRADE: <u>7</u>	CODE: <u>50</u>
FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

UNION: Staff Association - Local 2071, U.A.W.

POSITION PURPOSE

Oversee, coordinate and participate in the preparation and set-up of scientific or computer materials and equipment for a teaching and/or research laboratory at the University. Perform technical procedures, supervisory work and specialized equipment operation for laboratory instruction.

ESSENTIAL JOB FUNCTIONS

- Oversee and coordinate the preparation and set-up of technical or computer materials, equipment and supplies for several laboratory and lecture sessions. Supervise and prepare specimens, chemical solutions, reagents, cultures, media and other materials for laboratory instruction and research; install software.
- Coordinate and prepare teaching sessions and arrange appropriate laboratory equipment, hardware and software. Interface with faculty to determine laboratory operational needs. Set-up specialized technical equipment and scientific apparatus, e.g. air tracks, rotators, photogates, oscilloscopes, multimeters, spectrometers, lasers, terminals, printers, etc. as needed for experimental or independent study. Set-up and prepare instruction and lecture demonstrations with appropriate audio visual aids, e.g. projectors, VCRs, etc. Assist with in-house laboratory instructional manual preparation.
- Maintain, repair and adjust minor equipment malfunctions, e.g. frayed cords, bulbs, batteries, belts, etc. Contact machine shop, electronic and other technical personnel in the construction, fabrication and modification of materials and equipment. Troubleshoot problems in operation and demonstration of laboratory equipment.
- Order and maintain materials, equipment and supply inventory. Contact vendor representatives and keep abreast of state-of-the-art scientific or computer equipment and technology. Test, recommend and select new software and materials. Oversee and monitor stockroom services; supervise the receipt, issue and storage of supplies; prepare appropriate paperwork and correspondence as needed.

- Provide functional supervision to a large number of graduate and/or student teaching assistant support personnel. Assign and evaluate work; provide guidance and instruction as needed. Train in appropriate scientific or computing methods, procedures and technical equipment operation.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level is designed to provide specialized technical supervisory support and oversight for several teaching and/or research laboratories at the University. The incumbent is responsible for the set-up and preparation of laboratory sections, computer stations and lecture demonstrations. Work activities involve the utilization of scientific technical equipment such as air tracks, rotators, lasers, oscilloscopes, multimeters, spectrometers, computing hardware and software, and function generators. Work activities include thinking within somewhat diversified procedures, established precedents as well as searching for new solutions or applications. Functional supervision is exercised over Student Assistants or Graduate Teaching Assistants. This classification is generally located in an academic department in a School or College at the University. This classification reports to and receives work direction from a Department Chair or professional.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience supplemented by college level coursework in basic sciences, chemistry, computer science, physics, biology or an equivalent combination of education and/or experience. Bachelor of Science degree preferred.
- Considerable knowledge of and experience in the set-up and preparation of a teaching and/or research laboratory.
- Familiarity with scientific or computing technical principles, methods and equipment.
- Ability to communicate effectively with others.
- Ability to operate and trouble-shoot technical or computer equipment, software and/or scientific apparatus.
- Strong organizational skills; keen attention to detail.
- Some supervisory experience required.
- Considerable knowledge of computer equipment and word processing and desktop publishing software may be required.
- Typically, incumbents have held positions as Sr. Laboratory Technician or Laboratory Technician or have had experience in a teaching research laboratory.