ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Lab Coordinator

DEPARTMENT: Natural Science
Fordham College Lincoln Center

POSITION SUMMARY:
The Lab Coordinator supports the Department of Natural Sciences and reports to the Department Chair. The Coordinator organizes and manages all elements of the Core Science and General Physics lab classes for undergraduate students at Fordham College Lincoln Center (FCLC) and the School of Professional and Continuing Studies (PCS).

RESPONSIBILITIES:
- Responsible for the smooth operation of approximately 18 Core Science labs and 6 Gen Physics labs per semester.
  - Each of the Core Science classes (Physical Science: Today’s World, Physical Science: Past/Present, Human Function & Dysfunction, People and the Living Environment, and Health & Disease) are accompanied by four labs (three experimental and one field or museum trip).
  - Examples of experimental labs for the physical science core classes include Dispersion, Color Observation, and Emission of Light; Thermodynamics: Calorimetry; Electrochemistry; Organic Microchemistry; examples of experimental labs for the life science core classes include Food Analysis; DNA Fingerprinting; and Human Vision.
- Create, update, and distribute supplemental materials including videos and handouts for each lab as necessary.
- Advanced preparation of lab consumables including gels, unknowns, glassware, etc. for the 60+ experimental labs offered in multiple classes of 20-24 students per semester.
- Maintain consistent inventory of lab supplies, organize, and occasionally place supply orders as needed.
- Identify and prepare supplies required as labs are added or updated.
- Prepare daily schedule for Core Science and General Physics lab classes in the limited number of available teaching labs.
- Maintain and update a chemical inventory list.
- Properly dispose of hazardous waste used in labs during the semesters

QUALIFICATIONS:
- Bachelor’s Degree required; Master’s Degree in science desirable
- Minimum two (2) years of research experience preferable
- Proficiency in Microsoft Office Suite and Banner preferred
- Independent, proactive approach to responsibilities and planning
- Ability to take initiative
- Excellent organizational skills; attention to detail and accuracy
- Excellent judgment, diplomacy, and discretion necessary in handling confidential and/or sensitive materials
- Knowledge of and commitment to the Jesuit mission in higher education

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: mdigrandi@fordham.edu

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