State College of Florida, Manatee-Sarasota  
Job Description

Job Title: Coordinator, Natural Science Lab  
Reports to: Laboratory Manager  
FLSA Status: Salaried Exempt  
Level: 119  
Position Class: C9959, C9856 - VC

Job Summary:  
Coordinates the preparation of materials used in instructional laboratories by instructors. Inventories, organizes and maintains equipment and materials. Coordinates and oversees the maintenance of the instructional laboratory facility. Assists in compliance with safety programs defined by the College and Natural Science Department. Provides supervision of student and/or laboratory assistants as required.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:  
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Provides and coordinates the preparation of materials for laboratory classes each semester.

2. Coordinates use of laboratory equipment, media, and materials to meet daily instructional requirements.

3. Coordinates and oversees the maintenance of the laboratory facility.

4. Maintains laboratory or educational equipment, assuring readiness for daily use. Arranges for repairs as necessary. Coordinates and instructs faculty and staff in proper use of equipment.

5. Maintains laboratory facilities in good working order by keeping equipment clean and reporting equipment failures to appropriate College department.

6. Maintains inventory of instructional and laboratory materials and equipment, maintains records and replenishes as needed.

7. Provides laboratory orientation and technology training to adjunct faculty.

8. Assigns work and trains laboratory assistants and/or student assistants as required.
9. Assists in compliance with safety policies and procedures established by the College and Natural Science Department.

10. Assists in the preparation of the Department budget; maintains Department budget, including preparation of orders, tracking orders, and signing off invoices prior to payment.

11. Compiles reports, conducts inspections, and handles other administrative tasks as required for specific discipline.

12. Maintains compliance with local, State and Federal agencies, as required.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelors’ Degree from four year college or university and five years’ of discipline related experience. Previous experience tutoring and/or teaching college students is required.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

- **Computer Skills:**
  Intermediate knowledge of word processing, spreadsheets, internet and e-mail. Additional knowledge of discipline specific software. Must be proficient in current College e-mail, data base and other College required software. Must remain current with technology changes.

- **Certificates and Licenses:**
  May be required in science laboratories.
Responsibility for People and Property:
This position is responsible for routine maintenance of laboratory equipment. Performs work as “lead” employee and supervises laboratory staff and/or students.

Responsibility for Communication:
- **Internal Contacts:**
  Routine contact with students, faculty and instructional administrative staff; frequent contact with other State College of Florida, Manatee-Sarasota administrative and support departments.

- **External Contacts:**
  Frequent contact with vendors; occasional contact with prospective students, general public and professionals appropriate for discipline.

Work Environment:
The employee is regularly exposed to hazards including toxic chemicals or materials and risk of physical trauma.

The noise level in the work environment is usually moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<td>Preparing Manager</td>
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