State College of Florida, Manatee-Sarasota

Job Description

Job Title: Laboratory Manager – Academic Resource Center
Reports to: Academic Resource Director
FLSA Status: Exempt
Level: 119
Position Class:

Job Summary:
Under the direction of the ARC Director, the Lab Manager coordinates instruction and scheduling of the Academic Resource Center, maintains supply levels, usage records, equipment and materials. The Lab Manager supervises Academic Resource Center lab employees and student help.

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 general oversight of laboratory facilities on both Bradenton and Venice Campuses.
2. Assists the ARC Director in preparation and management of Department budgets.
3. Oversees laboratory facilities, ensuring equipment stays in good working order, acting onsite to address minor problems, or reporting major equipment failures to the appropriate College department or vendor.
4. Maintains inventory of capital equipment; maintains and updates inventory of educational support material; collects and analyzes usage data for the lab on an ongoing basis.
5. Maintains lab areas and educational equipment/supplies to assure readiness for daily use.
6. Works with various department chairs to schedule developmental lab classes that coordinate and link with Department courses.
7. Coordinates with faculty, course coordinators, and the Department Chairs to determine lab course syllabus, content, structure, presentation, and materials.
8. Instructs groups of students in developmental lab courses as needed.
9. Tutors students of any level within at least one academic discipline, as needed.

10. Provides orientation and training to adjunct faculty, staff, and students in proper procedures, policies, and use of equipment within the lab.

11. Compiles reports, conducts inspections, attends planning meetings, and otherwise facilitates the goals of the ARC Director.

12. Works with the ARC Director to develop and maintain a safe and effective learning environment, plan future changes/improvements in lab usage, design, operation, and physical setup.

**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:**
  Bachelor’s degree from a four-year college or university and five or more years’ related experience and/or training; or equivalent combination of education and experience.

- **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, is required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write routine 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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  Intermediate knowledge of word processing, spreadsheet, database, internet and email software. Advanced knowledge of discipline-specific software.

- **Certificates and Licenses:**
  None required.
Responsibility for People and Property:
This position serves as supervisor of the lab assistants and instructional assistants in the Academic Resource Center.

This position is responsible for the coordination of student refunds from printer/copier malfunction. This amount is approximate $25 per month.

This position is responsible for the maintenance of textbooks, videotapes, cds, dvds, calculators, and other lab materials.

Responsibility for Communication:
• Internal Contacts:
  This position has routine contact with all State College of Florida, Manatee-Sarasota students, faculty, and staff. This position has frequent contact with other State College of Florida, Manatee-Sarasota administrative and support departments.

• External Contacts:
  This position has frequent contact with vendors; occasional contact with prospective students and professionals appropriate for the discipline.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is 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 frequently required to use manual dexterity and talk or hear. The employee is routinely required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and lift and/or move up to 25 pounds. Vision requirements include close, distance, color, and peripheral vision, depth perception, and the 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. Training: 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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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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