

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, INSTRUCTIONAL LAB

Reports To: Designated Supervisor

UW Job Code: 3848

UW Job Family: 3C - Instructional/Educational Service

SOC Code: 25-9031

FLSA: Exempt

Pay Grade: 20

Date: 4-1-95 (revised 7-1-02; 10-1-03; 7-1-04)

JOB PURPOSE:

Coordinate the procurement, installation and maintenance of materials, equipment and supplies for an instructional laboratory; assist in teaching students lab techniques, methods and procedures; may perform experiments for research projects as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate laboratory instruction and usage of laboratory facilities.
- Order and organize all living and non-living materials used in labs as directed.
- Maintain laboratory equipment and supplies in clean and organized condition.
- Assist instructors by providing guidance and monitoring functions of graduate teaching assistants; assist in teaching students lab techniques, methods and procedures.

SUPPLEMENTAL FUNCTIONS:

- May assist in the development and implementation of lab curriculum.
- May perform experiments for research projects, as directed.
- Maintain associated records for laboratory and experiments.

COMPETENCIES:

- Attention to Detail
- Consistency
- Formal Presentation Skills
- Technical/Professional Knowledge
- Quality Orientation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Related field of scientific theories, concepts and methods.
- Research laboratory diagnostic and research tests, methods, techniques and procedures.
- Effective communication and teaching methods, techniques and practices.
- University, federal and state regulations applicable to area.
- Safety, radiological, chemical and biological hazards of the occupation.
- Basic operation and basic and routine research equipment maintenance.
- Laboratory organization of materials, equipment and supplies.
- Research data compilation, statistical analysis, and report writing.
- Purchasing methods and procedures.
- Scheduling methods.
- Record management theory, concepts and practices.
- Curriculum development methods, techniques, and theory.

Skills and Abilities to:

- Effectively communicate and instruct others regarding diagnostic and research tests, methods, techniques and procedures.
- Detect and analyze experiment results following research protocols.
- Maintain quality control procedures.
- Coordinate and schedule laboratory instruction.
- Order and maintain materials for laboratory usage.
- Supervise lab functions and usage.
- Provide safety instructions to work safely with various equipment and chemicals, mediums, agents, and other lab materials.
- Maintain records for laboratory and experiments.
- Interpret research data and compile statistical results into technical reports.
- Effectively communicate within the scientific community.
- May complete library or other research on new tests, techniques, methods and protocols.

WORKING CONDITIONS:

Standard laboratory environment; regular exposure to chemical, radiation or other hazards associated with laboratory operations.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.