

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – BCES Lab Coordinator

Preparation Date: February 2018

Function of Position:

Ten-month, full-time position responsible to the chair of the BCES Department serving as the College's Chemical Hygiene Officer and serving as lab coordinator with responsibilities for laboratory preparation, teaching, supervision of lab assistants, and maintenance of equipment.

Principal Duties and Responsibilities:

1. Serve as the college's Chemical Hygiene Officer (40%)
 - maintaining PPE Inventory
 - maintaining chemical inventories in stockrooms and research storage areas
 - ensuring SDS sheets are properly maintained
 - performing chemical hazard training and maintaining documentation for training of students and faculty
 - establishing and maintaining documented programs in order to ensure adherence to the Lab Standard as put forth by OSHA
 - maintaining a Chemical Hygiene Plan
 - participating on the College's Safety Committee
 - implementing and maintaining a department-wide safety program
 - serving as a college liaison during upcoming EPA/OSHA site visits
2. Teach 3-5 lab sections per term with primary responsibilities in CH113-114 labs. This includes instruction and grading time. (40%)
 - performing experiment setup and takedown for laboratory sessions including solution preparation and instrument preparation
 - supervising student workers including establishing work schedules according to department need and approving timesheets.
 - updating the general chemistry lab curriculum in consultation with faculty as needed.
3. Perform lab coordinator duties, which include: (20%)
 - helping to maintain department instrumentation including GC, LCMS, NMR, FT-IR, UV-Vis and providing instrumentation setup assistance for advanced lab courses such as CH 211/212, 217, and 340
 - ensuring proper care, cleaning, storage and preventive maintenance of teaching lab equipment, supplies and facilities
 - monitoring, recording and reporting materials, supplies and equipment expenditures to faculty and department.

Supervision:

Employee proceeds independently, working toward established objectives, requiring the use of a wide range of procedures. Employee prioritizes own work and resolves unusual cases in consultation with supervisor.

Minimum Qualifications:

Master's degree in Chemistry or a STEM field with two years of experience in a chemical laboratory.

Application Procedure: Send letter of application addressing qualifications; curriculum vita; official transcript; statement of teaching philosophy; names, addresses, phone, fax, or e-mail address for three professional references to the Wartburg College Human Resources Office at hr@wartburg.edu. See <http://www.wartburg.edu/hr> for complete information. Candidates will be asked to teach a sample lesson as part of the interview.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from underrepresented groups.