

Colorado Mountain College Position Description

Title: Lab Coordinator II – Science Programs, Part-time, Maximum 28 hours/week
FLSA Classification: Non-Exempt (Hourly)
Hourly Rate: \$27.52

Primary Responsibility

The Science Lab Coordinator II responsibilities include all responsibilities of a level I. The key difference between level I and level II is that the level II coordinators will have several extended duties due to their skillset, training, and experience. For example, they will provide technical expertise and availability for during laboratory exercises, will be issued a P-card and engage in the budget process, and they will conduct inspections and maintain equipment without vendor support.

Part-time positions have a maximum of 28 hours per week. CMC work week is Saturday through Friday.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient to meet the rigors of the position. Examples may include a bachelor's degree from an accredited institution and three years of documented work experience in a high-level academic, research, or clinical laboratory (research technician, researcher, or similar position), or an associate's degree and five years of related documented work experience, or equivalent education and experience that will provide the necessary knowledge, skills, and abilities to perform the functions of the position.

In addition to all qualifying standards of level I coordinators, to qualify for the Science Lab Coordinator II, individuals must possess strong laboratory experience, knowledge, and skills that can be documented. Examples of documentation could include a minimum of two additional years of documented work experience in a high-level academic, research, or clinical laboratory (research technician, researcher, or similar position) or possessing an advanced degree/certificate in laboratory skills (graduate degree in lab-based science field, laboratory specialist certification, certificate in laboratory techniques, or similar degree).

Welcoming. Innovative. Focused on Student Success. These values reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, collaborative partner, and community member in our trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Lab management - Responsible for maintaining laboratory space, organizing laboratory storage, and maintaining laboratory maintenance records.
2. Equipment Maintenance - Responsible for implementing and tracking the cleaning, calibration, testing, repair, and maintenance of equipment, including coordination of vendors for this work as appropriate, i.e. field equipment, bench equipment, flushing eyewash, safety shower, fume hoods, etc.
 - Maintain, calibrate, and troubleshoot certain equipment without needing outside vendor to facility repairs (i.e. patch waders, calibrate balances or adjust microscopes)
 - May be asked to provide technical support.
2. Inventory Management - Manage inventory (supplies, equipment, chemicals, etc.), ensure sufficient stock levels for ongoing experiments and coursework, oversee the process of checking out laboratory equipment to students (i.e. field-based course supplies). May be expected to purchase supplies.
 - Manages all purchasing responsibilities of the laboratory and courses using laboratory space(s), be issued a P-card, and be required to reconcile purchases.
3. Safety Compliance - Responsible for disposing of hazardous wastes and maintaining disposal protocols, maintaining hazardous material records, maintaining SDS sheets, implement and enforce safety guidelines, ensure safety equipment and space are regularly inspected, and participate in collegewide laboratory safety meetings and conversations.
 - Possesses skills and experience to conduct regular safety inspections without outside vendor support, to provide safety training to lab users, and to create safety protocols and procedures.
4. Curriculum Support
5. Curriculum Support - Responsible for supporting lab-based faculty including but not limited to setting up and breaking down laboratory experiments, washing dishes, mixing solutions, autoclaving, pouring plates, etc. – may require training for advanced laboratory skills (PCR, aseptic technique, certain reagent preparation, etc.). May be needed to assist instructor(s) during class time.
 - Will be available during laboratory exercises, collaborate with faculty to support curriculum development, provide faculty input on laboratory exercises, and contribute to the enhancement of educational experiences under the guidance of instructors.
 - Possess advanced laboratory skills and requires little to no training for laboratory needs.
 - May assist in assessment, planning, development of curriculum.
6. Staff Training – hire work study student, train and supervise, provide guidance on proper techniques, safety measures, and laboratory procedures.
7. Collaboration - Foster collaboration among faculty, students, and staff to create a positive and productive lab environment.
 - Expected to participate in all collegewide conversations around science laboratories.
8. Budget Management- Assists in budget planning and monitor expenditures related to laboratory supplies, equipment, and maintenance.
 - Maybe expected to be part of Perkins and Capital Funding requests
9. Other duties as assigned.

Supervision Received

This position reports to the designated campus leader.

Supervisory Responsibility

This position serves as a lead to other team members or resources in their area of expertise. Position supervises work-study students, support staff, or related staff.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. Travel, evening, and weekend work will be required based on position responsibilities.

Working Conditions

This position requires constant sitting, occasional walking, standing, and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing, or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, benefits@coloradomtn.edu

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employees may perform other related duties as required to meet the ongoing needs of the organization.

HR information

Position Group/Code	471450
BLS SOC	19-4099
Position ID	
Date of review	1.18.2024