



JOB INFORMATION

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| Job Code | HC32A |
| Job Description Title | Coord I, Teaching Sci Labs |
| Pay Grade | RE07 |
| Range Minimum | \$44,450 |
| 33rd % | \$53,340 |
| Range Midpoint | \$57,790 |
| 67th % | \$62,230 |
| Range Maximum | \$71,120 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/4/2012 |

JOB FAMILY AND FUNCTION

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|---------------|------------------------|
| Job Family: | Research |
| Job Function: | Lab & Field Operations |

JOB SUMMARY

Responsible for teaching course(s) and/or lab sections and coordination of instructional laboratory or classroom services to include oversight of operations, budget, planning and development, and personnel management.

RESPONSIBILITIES

- Teaches course(s) and/or laboratory sections which includes responsibilities such as preparing course/lab material, proctoring exams, and grading.
- Directs the instructional lab program for students to include conveying technical information to those enrolled in or teaching labs.
- Supervises the facilities physical inventory to include (but not limited to) counting, stocking, ordering, and compiling list of frequently used supplies and equipment.
- Trains, directs, and supervises subordinate staff and teaching assistants.
- Ensures high levels of safety and efficiency of lab operations and provides security of equipment.
- Advises on equipment evaluation and selection for lab facility requirements.
- Conducts tours and demonstrations for industry constituents, students, and visitors.
- Coordinates preventative and corrective maintenance for lab facilities and equipment.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-----------------|-------------------------------|-----|---------------------|---|--|
| Master's Degree | In a Science or related field | And | 0 years of | Experience in the coordination of lab operations, procedures, and instruction | |

Substitutions Allowed for Experience: Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | X | | | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | | X | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.