

Biology Lab Coordinator (Part-time position; Job ID# 52043)

To apply: visit <http://umsl.jobs> and seek Job ID# 52043

Job Description

The primary responsibilities of this position are to obtain, maintain, and dispense instructional materials and equipment for the Biology Department teaching labs, to uphold a safe lab environment, and to assist the lab instructors with the use and understanding of the materials and equipment.

Characteristic duties include:

- Order and purchase laboratory materials from suppliers or local stores
- Assemble materials for use in classroom laboratories
- Care for teaching lab strains and organisms
- Issue, dispense, and maintain equipment used in the classroom laboratories
- Facilitate equipment calibrations and coordinate repairs with service technicians
- Advise and assist lab instructors in the use of laboratory equipment and with technical problems
- Manage common-use teaching equipment and collections
- Reconcile monthly purchasing card statement for purchases
- Manage laboratory hazardous waste/unwanted materials collection and disposal
- May serve on Departmental committees

Applicants must be authorized to work in the United States. The University will not sponsor applicants for this position for employment visas.

Shift

Flexible schedule. Hours must be completed in person.

Minimum Qualifications

A Bachelor's degree or an equivalent combination of education and experience and 1 year of experience from which comparable knowledge and skills can be acquired is necessary

Preferred Qualifications

Laboratory research experience and/or laboratory teaching experience preferred.

Anticipated Hiring Range

Pay commensurate with education and experience.

Hiring Range: \$18.50 - \$26.34 Hourly

Grade: GGS-008

University Title: Program/Project Coordinator 1

Application Materials

Application materials include a cover letter and resume. Finalists will be asked to provide references at a later date.

Applicants must combine all application materials into one PDF or Microsoft Word document and upload as a resume attachment to the UMSL Job site: <http://umsl.jobs>.

Limit document name to 50 characters. Maximum size limit is 11MB. Do not include special characters (e.g., /, &, %, etc.). For questions about the application process, please email employment@umsl.edu. If you are experiencing technical problems, please email umpshrsupport@umsystem.edu.

Benefit Eligibility

This position is not eligible for University benefits. Individuals in non benefit eligible positions may choose to participate in the Tax Deferred Annuity Plan (403b). For information about this plan, please visit the Faculty & Staff Benefits website at <https://www.umsystem.edu/totalrewards/benefits>.

Values Commitment

We value the uniqueness of every individual and strive to ensure each person's success. Contributions from individuals with diverse backgrounds, experiences and perspectives promote intellectual pluralism and enable us to achieve the excellence that we seek in learning, research and engagement. This commitment makes our university a better place to work, learn and innovate.

In your application materials, please discuss your experiences and expertise that support these values and enrich our missions of teaching, research and engagement.

Equal Employment Opportunity

The University of Missouri System is an Equal Opportunity Employer. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, or protected veteran status, or any other status protected by applicable state or federal law. This policy applies to all employment decisions including, but not limited to, recruiting, hiring, training, promotions, pay practices, benefits, disciplinary actions and terminations. For more information, visit <https://www.umsystem.edu/ums/hr/eec> or call the Director of Employee and Labor Relations at 573-882-2146.

To request ADA accommodations, please call the Director of Accessibility and ADA at 573-884-7278.