

GORDON COLLEGE

Position Description

Position Title: Laboratory Manager

Function: Under the direction of the Dean of the School of Science, Technology, and Health, the Lab Manager is responsible for support of the laboratory programs in several disciplines.

Specific areas of focus include, but are not limited to:

- Overseeing the General Chemistry laboratory and teaching multiple sections of the lab to undergraduate students;
- Setting up and preparing reagents for use in the introductory level laboratory experiments;
- Calibrating, repairing, and providing preventative maintenance of equipment used by members of the school;
- Overseeing chemical safety and serving as our Chemical Hygiene Officer; and
- Serving as a mentor to undergraduates.

Description of Duties and Tasks:

- All Programs:
 - Maintain instruments and equipment for existing and new acquisitions;
 - Ensure all established lab safety procedures are followed;
 - Oversee chemical safety, by: ensuring all incoming chemicals are added to the Chemical Database and SDS collection; updating the Chemical Hygiene Plan and overseeing lab safety protocols; maintaining the FLINN scientific database of chemicals in accordance with relevant regulations; and organizing annual chemical and biological waste disposal;
 - Monitor and maintain the Sentinel instrument alarm system;
 - Oversee the teams of student teaching assistants for regular flushing and testing of the emergency eye wash and shower stations in each lab;
 - Work with Physical Plant to provide support for any building issues that affect the sciences; and
 - Arrange for annual testing of chemical fume hood flow in all fume hoods and biological safety cabinets.
- Biology and Physics Programs:
 - Work with faculty to establish priorities for equipment calibration and preventative maintenance and repair;
 - Support operation of the Greenhouse Wadsworth Control System.
- Chemistry Program:

- Work with student lab prep assistants and ensure labs are set up for the weekly General Chemistry lab sections;
- Ensure all instruments and equipment required for the labs are fully functional;
- Work with faculty to establish priorities for equipment calibration and preventative maintenance and repair; and
- Serve as primary instructor and coordinator for multiple lab sections of General Chemistry or General Science discussion sections each semester, possibly including some evening labs.

Required Knowledge, Skills, and Abilities:

To fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

- Earned M.S. in Chemistry (preferred) or Biology at time of appointment (will consider B.S. with experience)
- Demonstrated expertise in working in and managing a laboratory environment
- Experience with a variety of instrumentation
- Ability to offer student help and instruction in standard areas of undergraduate laboratory course work
- Experience using standard lab techniques and tools of undergraduate Biology or Chemistry labs
- Proficiency in standard Microsoft Office applications
- Strong organizational abilities
- Methodical approach to technical problem-solving
- Disciplined and self-directed

Position Code: NSM-LAB-1

Grade: 5

FLSA Status: Exempt

Hiring range: \$55,000 - \$65,000

In our Christ-centered community, faculty and staff affirm the [College's Statement of Faith](#) as an expression of their own theological convictions and agree to work within [Gordon's community standards](#) to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God through justice, equity, diversity, and inclusion.