

Employee's Name:

Agency/Division: Lake Superior College

Classification Title: CLA 1

Position Control Number:

Activity:

Working Title: Science Lab Assistant & Environmental Coordinator

Prepared By: Hanna Erpestad & Mark Winson

Appraisal Period

To

EMPLOYEE'S SIGNATURE/DATE

SUPERVISOR'S SIGNATURE/DATE

Assists biology and chemistry instructors in laboratory experiment preparation, laboratory and prep-room organization, cleanliness, and safety and serves as the College's recycling coordinator and environmental awareness educator. Helps develop and carry out the College's environmental plans. Under limited supervision, performs technical work within a college science laboratory, oversees daily activities of the laboratory, and performs related work as required. Trains and coordinates student workers.

POSITION PURPOSE:

- Prepares the physical layout of the lab so that supplies and equipment are ready for student laboratory work. This is done by discussing with instructors the requirements for each lab set-up, preparing or overseeing the preparation of needed solutions or biological specimens, setting out special equipment, cleaning up after labs are completed.
- Ensures sufficient quantities of supplies and equipment are available within the lab so that experiments and demonstrations can be properly conducted by regularly inventorying supplies and equipment on hand and informing the supervisor of needed items to be ordered.
- Assigns student workers to work schedules, determines work assignments, and evaluates their effectiveness to ensure that all routine maintenance needs of the laboratory are met.
- Maintains laboratory safety. Demonstrates the use of equipment and materials in the lab to students and staff so that they are used properly by conducting equipment and procedure orientations and demonstrating proper laboratory techniques and safe handling of materials.
- Performs repair and maintenance of lab equipment to ensure that it is fully operational and safe to use by regularly conducting tests of the working condition of the equipment, makes minor repairs, and orders major repair service from vendors.
- Oversees the security of the lab so that equipment and materials are used properly and kept safe by verifying the presence of equipment, keeping records of equipment used in the lab, monitoring consumption of supplies by students, protecting equipment and supplies from use by unauthorized persons, implementing procedures which provide for the security of the lab and students' work.
- Works in collaboration with the Western Lake Superior Sanitary District to continuously improve waste management practices on campus.
- Researches new recycling equipment and possibilities.
- Assists with the tracking of information on College waste and reports findings when appropriate.
- Offers environmental awareness and recycling presentations to faculty, staff, and students as needed and to promote environmental awareness and responsibility through the campus media.
- Represents the College at other institutions and off-campus events concerned with recycling and environmental awareness.
- Conducts studies and surveys of compliance with environmental regulations (city, state, and federal).
- Makes recommendations to the College community and the Environmental Council on ways to reduce waste, conserve energy and increase environmental awareness.
- Accompanies campus staff in meetings with governmental, community, and business representatives to develop solutions for environmental concerns.

REPORTABILITY

Reports to: Dean of Liberal Arts & Sciences

Supervises: Student workers

DIMENSIONS

Budget: n/a

Clientele:

Make 3 Copies: Employee, Supervisor, Personnel Office

POSITION**DESCRIPTION B EMPLOYEE'S NAME:****PCN:****Principle Responsibilities, Tasks, and Performance Indicators**

Responsibilities, tasks and performance indicators	Priority	Percent of Time	Discretion
1. Serve as a recycling coordinator <ul style="list-style-type: none"> a. Work in collaboration with the Western Lake Superior Sanitary District to continuously improve waste management practices on campus b. Research new recycling equipment and possibilities c. Assist with the tracking of information on College waste and reports findings when appropriate 	A	5	
2. Serve as an environmental awareness educator <ul style="list-style-type: none"> a. Offer environmental awareness and recycling presentations to faculty, staff, and students as needed and to promote environmental awareness and responsibility through the campus media. b. Represent the College at other institutions and at off-campus events concerned with recycling and environmental awareness. c. Accompanies campus staff in meetings with governmental, community, and business representatives to develop solutions for environmental concerns. 	A	5	
3. Conduct studies and surveys of compliance with city, state, and federal environmental regulations.	B	5	
4. Prepare, set up, and maintain equipment necessary for laboratory instruction <ul style="list-style-type: none"> a. Set up experiments for laboratory instruction, in consult with faculty b. Diagnose and execute minor equipment repairs c. Coordinate other equipment repairs, following college procedures 	A	25	
5. Dispose of excess and damaged equipment, following college procedures	B	5	
6. Maintain orderly, clean and safe laboratory and preparation rooms. <ul style="list-style-type: none"> a. Safely store equipment and supplies b. Maintain inventory of equipment and supplies c. Develop procedures manual for laboratory and preparation room usages d. Conduct safety audit of laboratory facilities. e. Coordinate safety training for faculty and staff. 	A	20	
7. Coordinate purchasing for biology and chemistry courses <ul style="list-style-type: none"> a. Maintain updated catalogues and contracts b. Purchase supplies and equipment in consult with faculty c. Purchase general lab supplies as needed d. Place all orders in a timely manner in accord with college 	B	15	

procedures e. Authorize payment of invoices in a timely manner			
8. Supervise student workers in consultation with faculty and dean a. Recruit and select student workers b. Train student workers c. Coordinate student schedules d. Assign duties and supervise progress	B	10	
9. Participate in other activities as assigned	C	5	
10. Participate in professional and personal development	C	5	

POSITION DESCRIPTION C**EMPLOYEE'S NAME:**

NATURE AND SCOPE: (RELATIONSHIPS; KNOWLEDGE, SKILLS, AND ABILITIES; PROBLEM - SOLVING AND CREATIVITY; AND FREEDOM TO ACT)

Under limited supervision, performs technical work within a college laboratory; monitors and assists students in carrying out laboratory experiments and assignments; oversees daily activities of the laboratory; provides support to the Environmental Council and college administration on environmental issues including recycling, energy conservation and storm water runoff; performs related work as required.

RELATIONSHIPS:

Works closely with science faculty and Dean of Liberal Arts and Sciences, other staff, and student workers. Interacts with administration, facilities and food service staff on environmental issues.

KNOWLEDGES, SKILLS, AND ABILITIES:

Laboratory equipment sufficient to instruct others in its proper use and to perform routine maintenance.

Lab practices, techniques, and safety standards sufficient to determine the physical layout of a lab and to prepare various lab materials and experiments.

Communicate orally with student assistants and instructors through discussions.

Plan, assign, and evaluate the work of student assistants in the performance of routine lab work.

Develop and maintain lab records and reports.

Process purchasing requests and maintain budget records.

Interact with administration, staff, and outside agencies on environmental issues.

Design and maintain tracking documents and reports on recycling, energy conservation, and storm water runoff.

PROBLEM SOLVING:

Prioritizing and organizing workload; coordinating the efficient use of limited laboratory space; resolving conflicts with student workers' schedules; minor equipment repairs; recommending equipment purchases; accommodating needs of students with disabilities.

FREEDOM TO ACT:

- Freedom to act on one's own discretion in observing the general practices and policies of Lake Superior College, the State of Minnesota, and MnSCU.
- The Science Lab Assistant & Environmental Coordinator must maintain confidentiality required by students' rights, as well as educational-professional ethical standards.
- The Science Lab Assistant & Environmental Coordinator needs to observe guidelines and principles established by instructors and dean.