

Science Prep Lab Program Coordinator
Truckee Meadows Community College

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Downloaded On: May. 16, 2024 1:21am

Posted Apr. 16, 2024, set to expire Jul. 5, 2024

Job Title	Science Prep Lab Program Coordinator
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Apr. 16, 2024
Application Deadline	05/15/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Science Prep Lab Program Coordinator

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

The Science Prep Lab Program Coordinator leads and manages the TMCC Science Preparatory Laboratory in order to safely provide the materials, supplies, equipment, training, and instructional

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assistance needed for the successful delivery of laboratory courses in Biology, Nutrition, and Physical Sciences (including Chemistry). The Science Prep Lab Program Coordinator works with faculty course coordinators, department chairs, and Academic Program Directors on the development of lab curriculum, with full-time and part-time instructional faculty on the implementation of lab curriculum, and supervises two Classified staff and numerous student employees. The Science Prep Lab Program Coordinator organizes and oversees the prep, clean-up, equipment maintenance, safety training, and compliance of all science laboratory activities, including undergraduate lab research activities and the science lab classes that serve over 5,000 undergraduate students per year.

Minimum Qualifications

1. A Bachelor's degree in biology, biochemistry, chemistry, toxicology, or related field from an accredited institution.
2. One year of science laboratory experience.
3. Two years managerial experience.
4. Completed formal laboratory safety training.
5. Knowledge of federal and state lab safety standards.

Preferred Qualifications

1. Master's degree in the areas of biology, biochemistry, chemistry, toxicology, or related field from an accredited institution.
2. Five years of science laboratory experience.
3. Five years of managerial experience in a science laboratory.
4. Experience working in an academic lab environment with a focus on serving lab classes.
5. Formal Chemical Hygiene Officer training.

Major Responsibilities

1. Plan, maintain, organize and oversee the staff, budgets, inventory, and regulatory requirements of the TMCC Science Preparatory Laboratory, and all science lab teaching and student lab research spaces.
2. Order, organize, store, and maintain the supplies, materials and equipment required to meet the learning objectives and safe delivery of all science laboratory experiences.
3. Develop, revise, and maintain policies and procedures to ensure lab safety compliance, including safety training and the proper ordering, storage, and disposal of chemicals and biohazardous materials.
4. Hire, train, supervise, schedule, and evaluate the Classified employees, student workers, and instructional assistants who work in the TMCC Science Preparatory Laboratory and related spaces.
5. Mentor and provide safety training for full-time and part-time laboratory instructors to ensure the successful delivery of lab experiences designed to meet science course learning objectives.

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6. Coordinate and collaborate with numerous campus departments, including Budget, Contracts, Environmental Health & Safety (EH&S), Facilities, Foundation & Grants, Human Resources, IT, and Purchasing to ensure the effective and efficient operation the TMCC Science Preparatory Laboratory.

Decisions and Judgments

- The Science Prep Lab Program Coordinator position requires long-term planning and decision making, and the ability to stay current on safety regulations and adapt to unexpected circumstances.
- Recruits, assigns and directs the work of Classified staff and student employees, including scheduling, and training workers on safety, proper laboratory technique, cleaning, and maintenance of equipment.
- Maintains accounting system for expenditure and revenue accounts relating to lab fees and employees, and makes budget decisions throughout the year in order to meet semester instructional goals.
- Determines materials required for instructional labs and ensures appropriate levels of materials are available prior to instructional labs being in session, including obtaining quotes and bids in accordance with purchasing guidelines set forth by NSHE, preparing purchase orders/requisitions for all instructional materials, supplies, and equipment, and maintaining vendor relationships and contracts.
- Maintains the inventory and safety compliance of equipment, biohazardous materials, and chemicals in the Prep Lab and in all science lab teaching and research areas, including maintaining safety data sheets (SDS).
- Supervises the use, storage, and disposal of flammable, poisonous, corrosive, or otherwise hazardous chemicals and ensures biohazard and chemical handling training for all staff is current to avoid injury.

Knowledge, Skills, and Abilities

- Must have the scientific background and lab skills necessary to oversee and perform lab-related tasks in undergraduate level science labs, including growth and maintenance of microbial cultures, stock solutions, and culture media, and the safe handling of biohazards, chemicals, preserved specimens, and cadavers.
- Must be able to troubleshoot and ensure proper handling of basic laboratory equipment such as: microscopes, spectrophotometers, balances, biological safety cabinets, micropipettes, water baths, autoclaves, fume hoods, gel imaging technology, dissection tools, sterilizers, etc.

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- Must be able to learn, operate, and troubleshoot lab-related software.
- Must have the ability to maintain records, including training records, and ensure all prep lab staff and instructional lab faculty are trained in lab and chemical safety.
- Must be able to maintain chemical inventory in an electronic format (i.e., chemical management software) as well as electronic and hard copy maintenance of SDS's in the labs for compliance purposes.
- Must have budgeting experience and be able to create budgets and track spending.
- Project needs of instructional labs and ensure ordering of necessary supplies, which include specimens and equipment, such that materials are received within the timeframe necessary to set up instructional labs.
- Must be able to think proactively to establish work schedules and anticipate needs of the prep lab staff and instructional lab faculty, and to solve problems as they arise.
- Maintaining productivity and nurturing success within a team through a clear vision; use of clear, concise, and supportive language; effective listening; providing constructive feedback; and leading by example.
- Perform conflict resolution with Prep Lab staff and work with department leaders on any faculty issues.
- Openly collaborate with EH&S, campus safety committees, and academic faculty leaders on the planning and review of lab curriculum, policies, and procedures, the development of SOPs, and safety compliance.
- Adhere to work safety policies and procedures, as defined by the Chemical Hygiene plan and/or Science Prep lab manuals; and ensure all prep lab employees are in compliance.
- Employ critical thinking to solve logistical issues as they arise.
- Safely and effectively delegate work activities as needed.

Personal Contacts

- Communicate and plan with all stakeholders including Prep Lab staff, student workers, faculty, department and campus leaders, and many campus offices (e.g., Budget, HR, Contract, EH&S, IT, Facilities, etc.).
- Maintain open communication with department leaders and instructional faculty to meet semester lab teaching plans, and review and prepare for new equipment, changes in lab techniques, approved updates to lab curricula, and/or other additions or modifications to lab activities in a systematic manner.

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Salary and Benefits Information:

Salary:\$54,912 - \$68,640 Initial salary placement will be dependent on education level and years of experience.

Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

Exempt

Yes

Full-Time Equivalent

100.0%

Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the

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committee to review. To request updates to attachments, prior to the committee review of applications, please contact humanresources@tmcc.edu.

In order to be given full consideration all of the following must be attached to your application.

- 1) Resume/CV
- 2) Cover Letter
- 3) Contact Information for Three Supervisory References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Posting Close Date

05/15/2024

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

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To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Science-Prep-Lab-Program-Coordinator_R0141997-1

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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