



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Lab Supervisor</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Non-exempt
<b>Department:</b>	Biological & Physical Science	<b>W/C Classification</b>	8810 – Clerical
<b>Reports To:</b>	Dean, Biological & Physical Science	<b>Effective Date</b>	4/7/2021

## SUMMARY

Advance the mission and vision of TMUS by setting up lab experiments and/or participates in the fabrication and installation of equipment for specified classes or laboratory research projects within a physical or life sciences discipline. Duties may include fabrication of research/testing components, preparing specimens, media, and equipment, making chemical solutions, and cleaning up after labs, as appropriate to the specific position. May assist students in lab activities and may perform miscellaneous administrative duties.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain all labs including helping instructors with break down and set-up of lab equipment for laboratory courses. This also includes keeping labs clean and presentable and up to date with supplies for lab experiments including keeping safety equipment available and up to date.
- The technician will order lab supplies as needed per request by instructors and lab supervisors and keep records of orders and chemical data safety sheets that are sent with each chemical order. The chemical safety data sheets need to be maintained in each lab and on an online resource.
- The technician will also supervise student workers and follow all safety policies as per the departmental and campus safety manuals. The technician will attend campus safety meetings.
- It is expected that the lab technician will be available during the hours before/after and during which the laboratory courses are in session so that he/she can be available to help with lab needs during the class, within the limits of the number of work hours described in the contract for this employee.
- Practice safety, environmental, and/or infection control methods.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Ability to maintain quality, safety, and/or infection control standards.
- Skill in providing guidance and instruction in laboratory protocols and in the safe use of laboratory equipment.
- Knowledge of experimental procedures, protocols, and preparation techniques within area of specialty.
- Knowledge of related accreditation and certification requirements.

- Ability to set up, calibrate, operate, and maintain standard laboratory and test equipment.
- Knowledge of the cleaning specifications of various laboratory and/or medical equipment, fixtures, utensils, and related materials.
- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

- This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent experience required.
- At least one year experience working in a lab at an educational institution preferred.
- Proficient in Microsoft Office Suite or similar software.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Position requires:
  - following detailed protocol, procedures, and instructions in the setting up of laboratory experiments,
  - preparation of laboratory specimens, growth media, and chemical solutions for experiments,
  - installation, modification, and/or fabrication of standard to moderately complex laboratory equipment,
  - advisement, assistance, and oversight of students and/or others in the operation and care of laboratory research equipment.
- No travel with overnight stay expected.

## **ADDITIONAL INFORMATION**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.