

Class Code:.....0635
Position#:(PSA).....
Developed by:.....
Reviewed by:.....
Approved by:.....
Date:.12/89.....

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Chemistry Undergraduate Laboratory
DIVISION: Academic Affairs
REPORTS TO: Department Chair, Chemistry Department
GRADE: 11
SUPERVISES: Graduate assistants and student workers

BASIC FUNCTION:

Responsible for the operation of the undergraduate chemistry laboratory and personnel involved in its operation. Responsible for the maintenance and repair of adequate equipment and supplies for the efficient and safe laboratory operation. Responsible for the general upkeep of the laboratories and associated preparation and storage rooms.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise the preparation and availability of solutions, reagents, equipment and supplies for the efficient and safe operation of all chemistry laboratory courses.

Supervise all student assistants whose duties involve the operation of laboratory courses.

Instruct Teaching Assistants, in conjunction with the laboratory course instructor and Department Chair, in the discharge of their duties and responsibility in the laboratory.

Schedule teaching assistant laboratory, proctoring and tutorial assignments in conjunction with the laboratory course instructor and the chair of the Graduate Affairs and Recruitment Committee.

Assist the laboratory instructor in the development, testing and implementation of new laboratory experiments and procedures.

Assume responsibility for the administration of all aspects of check-in, check-out, chemical waste disposal and equipment replacement procedures.

In conjunction with laboratory courses instructor and department chair, supervise the registration of students in laboratory courses.

OTHER DUTIES AND RESPONSIBILITIES:

Serve as ex-officio member of the department's Safety Committee.

Supervise the annual Rhode Island High School Chemistry Contest.

Aid in other laboratory functions such as preparation of laboratory and lecture demonstrations or visual aids.

LICENSES, TOOLS AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in Chemistry required. Advanced degree and/or previous experience as a laboratory manager or supervisor in a comparable undergraduate educational or industrial institution is preferred. Working knowledge of methods and techniques routinely applied in performing all experiments in the chemistry laboratory including safety and disposal of chemical wastes. A working knowledge of the operation, care and maintenance of all equipment routinely used in the chemistry laboratory. The ability to accurately follow detailed written and oral instructions pertaining to the safe and efficient operation of the chemistry laboratory. Ability to supervise and direct graduate teaching assistants in the safe and efficient exercise of their duties and responsibilities in the chemistry laboratory. Ability to plan and maintain adequate inventories of equipment and supplies for the safe and efficient operation of the chemistry laboratory. This position requires that the incumbent possess the ability to communicate effectively orally and in writing and be able to organize, coordinate and supervise support staff. Must be able to interpret institution policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able to prepare and deliver oral presentations before small, medium and large groups of people.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

