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Developed by:....CCM; AR
Reviewed by:.....SG
Approved by:.....LK
Date:.....11/08; 3/14

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Biological Sciences Undergraduate Laboratories
DIVISION: Academic Affairs (CELS: Bio Sciences)
REPORTS TO: Department Chair, Instructors
GRADE: 11
SUPERVISES: Research Associates, Research Assistants, Support Staff,
Graduate Students and Undergraduate Students

BASIC FUNCTION:

Responsible for the operation of the undergraduate human anatomy and human, animal and marine physiology laboratory courses and for the supervision of personnel involved in their operation. Responsible for ordering supplies, procuring live material, procuring and maintaining equipment, and ensuring efficient and safe laboratory operation. Responsible for the general upkeep of the laboratories and associated preparation and storage rooms. Responsible for developing and testing laboratory exercises and training graduate and undergraduate teaching assistants in lab procedures and pedagogy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Train and supervise graduate and undergraduate teaching assistants whose duties involve the operation of anatomy and physiology laboratory courses.

Instruct and supervise teaching assistants, in conjunction with the course instructor, in the discharge of their duties and responsibilities for each laboratory, including pedagogy, laboratory procedures, quiz development and grading, and the need for consistency in instruction and grading between sections.

Schedule Teaching Assistants for laboratory sections, exam proctoring, and tutorial assignments in conjunction with the laboratory course instructors and Department Chair.

Participate in the planning and running of an annual workshop for new CELS Graduate Teaching Assistants and instruct the course (BIO 498) for undergraduate teaching assistants in human anatomy and human physiology courses.

Participate in the development, distribution and analysis of student evaluations of teaching, and, in conjunction with course instructors, conduct classroom observations; provide feedback on teaching effectiveness to teaching assistants.

Assist instructors in the development, testing and implementation of new laboratory experiments and procedures, and maintain Sakai sites, as needed.

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Assist instructors in the development, testing and implementation of new laboratory experiments and procedures, and maintain Sakai sites, as needed.

Teach laboratory sections as needed for course development and implementation.

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

Assume responsibility for the administration of equipment inventory and maintenance, biological and chemical waste disposal, and biohazard safety. Promote good laboratory practices.

Supervise the acquisition and preparation of solutions, reagents, specimens, equipment and supplies for the efficient and safe operation of human anatomy and human, animal and marine physiology laboratory courses.

In conjunction with the course instructors and Department Chair, supervise the registration of students in laboratory courses, and maintain course rosters and grades records.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database and spreadsheet software; equipment routinely used in anatomy and physiology laboratories.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in biology or related field; demonstrated working knowledge of procedures routinely applied in performing experiments in anatomy and physiology laboratories, including safety and disposal of biological and chemical wastes; demonstrated working knowledge of the operation, care and maintenance of equipment routinely used in anatomy and physiology laboratories; demonstrated ability to accurately follow detailed written and oral instructions pertaining to the safe and effective operation of anatomy and physiology laboratories; demonstrated ability to train, direct and supervise undergraduate and graduate teaching assistants in the safe and effective exercise of their duties and responsibilities; demonstrated familiarity with modern pedagogical approaches in biology, including, but not limited to, implementation of current approaches to student learning, classroom management, lesson plan development and implementation, and student evaluation; demonstrated ability to plan and maintain inventories of equipment and supplies for the safe and effective operation of the anatomy and physiology laboratories; demonstrated strong interpersonal skills; demonstrated strong oral and written communication skills; demonstrated ability to work with diverse groups.

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