



**Position Title:** Chemistry Laboratory Assistant & Faculty

**Reports To:** Department & Division Head

**Classification:** Exempt

**WC Code:** 8868

**Position Type:** Fifth Level Administrator

**Major Responsibilities:** The Science Laboratory Instructor manages and prepares all laboratory exercises for student use. Laboratory exercises include, for example, the use of chemicals, solutions, stains, live and dead specimens, mechanical and electrical apparatuses, instruments, models, and written materials.

**Specific Duties and Responsibilities:**

1. Reads, understands and complies with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and the institutional effectiveness process.
2. Responds to communications (e-mail/voice- mail) on a daily basis.
3. Understands and complies with the library procedures and policies manual.
4. Assists the campus librarian in maintaining the catalog.
5. Performs copy cataloging using Florida Group Catalog and Library of Congress data.
6. Helps campus library patrons.
7. Participates in annual inventory of printed and non-printed material.
8. Performs clerical work such as; typing, photocopying, filing, writing letters and the preparation of Table of Contents.
9. Front Desk Duties: checking ID's, answering the phone, taking messages and instructing students to use the lockers.
10. Controls circulations of library materials and equipment to students and faculty.
11. Supports and participates in the University's Commencement Ceremonies.
12. Participates in the self studies and committees conducted by the University.
13. Performs any special project assigned by the President or immediate supervisor.
14. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** Candidates must hold at least a Bachelor degree biology or related field with equivalent coursework in Biology, Microbiology and Chemistry. Experience in teaching labs. Additionally, must comply with the requirements below:

- **COMMUNICATION SKILLS:** Ability to communicate clearly and concisely, both orally and in writing; ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public; ability to read and interpret documents such as safety rules; ability to write routine reports and correspondence; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to interact effectively with diverse student populations and a wide variety of co-workers; ability to follow technical instructions, procedure manuals, and charts to solve practical problems and/or ensure compliance with clear guidelines and standards.

▪ **KNOWLEDGE, SKILLS AND ABILITIES:**

- **College:** Knowledge of college policies, procedures, and practices; knowledge of the Family Educational Rights and Privacy Act (FERPA); ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to interpret policy and establish methods and procedures; ability to perform all essential functions using safe work methods and following safety regulations relating to job.
- **Departmental:** Knowledge of laboratory and clerical procedures; knowledge of and experience with storing and handling laboratory equipment, safety and hazardous waste disposal procedures; ability to operate laboratory and office equipment; ability to accurately perform math calculations, solution preparations and troubleshoot when needed; knowledge of ordering supplies and maintaining inventories of laboratory supplies/equipment; knowledge of Material Safety Data Sheets; knowledge of departmental safety rules, policies and procedures; ability to write routine reports and correspondence.
- **EQUIPMENT AND SOFTWARE:** Current lab equipment used by the university; current information technology used by the university and department, including but not limited to, Microsoft Office, Outlook, office machines such as telephones, fax machines, or copiers.
- **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- **Environment:** Work is performed primarily in a lab setting with frequent interruptions and distractions; the employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals; the employee is frequently exposed to risk of chemical hazards, explosive hazards, burn hazards and electrical shock. The noise level in the work environment is usually moderate.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an lab setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.

**Note:** Computer use is limited for school business purpose. Installation and use of communication software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

If you are interested in applying for this position, please click on the link below:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=196432&lang=en\\_US&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=196432&lang=en_US&source=CC3)