



**Title:** Science Lab Manager

**Date:** February 2024

**FLSA Status:** Exempt – Full time, 10-month position

**Salary:** \$40,000 - \$52,000 per year

**Reports to:** Math & Science Division Chair

**Job Summary:** The science lab manager is a full-time, 10-month position (August through May). The science lab manager coordinates with science faculty to maintain inventories, oversee proper storage and handling of chemicals and biological specimens, supervises student workers, maintains science equipment, oversees the setup, and take down of lab experiments, acts as the safety officer for academics. If hired at the master's level, the science lab manager also has the opportunity to teach appropriate science courses.

### **Duties and Responsibilities**

- Coordinates with science faculty to maintain inventories of chemicals and biological specimens including managing purchases orders and picking up of supplies from local vendors
- Monitors budgets for labs
- Oversees the proper storage and preservation of chemicals and biological specimens
- Supervises student workers
- Maintains science equipment
- Oversees the setup and take down of lab experiments under the direction of science faculty
- Acts as the safety officer for academics and maintains the Academic Safety Manual and Chemical Hygiene plan
- Routinely inspects and oversees any needed maintenance and cleanup of safety equipment
- Maintains compliance with applicable OSHA/EPA regulations
- Oversees safe storage and disposal of chemical and biological waste from the labs
- Provides and documents lab safety training and assessment
- Assist with watering plant specimens

### **Knowledge, Skills, and Abilities**

- Ability to supervise and support the education of students in a lab environment
- Experience in working with chemicals
- Current knowledge of safety practices in labs
- Familiarity with OSHA/EPA regulations
- Detail oriented
- Ability to communicate professionally with vendors, faculty, staff and students
- Familiarity working with a variety of chemicals and biological materials including preparing and diluting solutions

### **Credentials and Experience**

- Bachelor's degree (**master's preferred**) in chemistry, biochemistry, or biology with coursework in both chemistry and biology
- Two years related experience preferred