



Organic Chemistry Instructor, Lab Manager, and Safety Officer

Department: Science Division

FLSA Status: Exempt

Grade/Level: N/A

Work Schedule: 8:30 a.m.-5:00 p.m.; M-F; hours may change as lab schedules dictate; 11 month position.

Job Status: 1.0 FTE

Reports To: Chemistry Department Chair/Dean of Sciences

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY:

Instructor for chemistry labs, support organic teaching laboratories, and maintain chemical inventory and ordering for the organic chemistry teaching labs.

ESSENTIAL FUNCTIONS:

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Teaches four chemistry labs (221L and 111L) in the fall with four spring chemistry labs including 222L or 112L or CHEM 101(L), grades lab reports, and holds regular office hours to assist students in assigned lab sections.
- Teaches NS courses (CHEM 101 and 201) as assigned.
- Collaborates with the Organic Chemistry team to develop and maintain policies related to organic chemistry labs.
- Sets up organic chemistry labs by preparing supplies, solutions, and equipment for organic chemistry (221L & 222L).
- Maintains the chemical inventory and ordering for the organic chemistry teaching labs, including chemicals, supplies, and equipment.
- Maintains the organic chemistry teaching laboratory spaces.
- Neutralizes and disposes of acid/base waste generated in CHEM 221L/222L. Ensures all CHEM 221L/222L waste is stored and disposed of properly.
- Assists CHO and other lab managers in logging and disposing of departmental waste
- As Organic Chemistry lab safety officer, maintains presence on 3rd floor whenever CHEM 221/222 labs are in session.
- Serves as the Organic Chemistry lab safety officer for summer research
- Serves as a member of the departmental safety committee
- Creates, writes, and maintains the organic chemistry teaching labs CHP, SOPS.
- Assists in department stock room inventory and organization
- Assists in preparation of lecture demonstrations.
- Trains organic chemistry student workers in situation specific organic chemistry protocols.
- Supervises organic chemistry laboratory assistants, assigns (sets up schedules) and approves timesheets for organic chemistry student workers and laboratory assistants
- Assist colleagues with writing laboratory experiments for organic chemistry.

Other Job Function Statement(s)

- Manages the organic chemistry teaching and research lab's chemical inventory.
- Assists with maintaining the organic chemistry lab manual.
- Other duties as assigned.

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

Master's Degree in Chemistry or related field
Two years related experience preferred

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

SKILLS (The application of knowledge by the manual, verbal, or mental manipulation of data, words, or things necessary to accomplish the essential functions of the job.)

To perform this job successfully, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to create efficient and accurate: documents, records, files, reports, or communiqués.
- communicate effectively using a variety of styles and techniques appropriate to the audience.
- follow instructions and/or guidelines.
- ability to create tables/charts from data reports
- organize daily work or assigned projects.
- analyze and solve basic problems.

ABILITIES (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must have the ability to:

- maintain regular and consistent attendance.
- use cognitive skills to solve from basic to advanced problems,
- pay attention to details.
- communicate effectively, to include conveying thoughts clearly and concisely, listening well, and asking appropriate questions as needed.
- accept change and considerable variety in the workplace.
- read, analyze, and interpret common scientific and technical journals.
- apply mathematical concepts.
- apply mathematical concepts to include fractions, percentages, ratios, proportions to practical; statistics.
- define problems, collect data, establish facts, and draw valid conclusions.
- interpret an extensive variety of technical instructions.
- work under pressure while maintaining a professional demeanor.
- model high standards of honesty, integrity, trust, and ethical behavior.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) **N/A**

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) for additional performance evaluation purposes.)

The following must be demonstrated at a fully acceptable level.

- Teamwork - Willingness and ability to work with others.
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
- Independence of Action/Initiative – Exercises good judgment in problem solving and decision making.
- Resourcefulness/Creativity – Presents a variety of options to fulfill job responsibilities and meet workplace objectives.
- Communication Skills – Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions.

WORK ENVIRONMENT:

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

I have received a copy of my job description and it was reviewed with me by my supervisor.

Yes _____ No _____ Date: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____