



Lab Adjunct Job Description

Job Title: Science Lab Adjunct position		
Division/Department: Math and Science		Location: Main Campus
Reports to: Harold Kihega, Ph.D., Carol Fowlkes Ph.D. or Deshani Fernando, Ph.D.		Position Number:
Position Type: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Student Worker	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 20 hours
POSITION SUMMARY: Assist the math and science faculty with daily duties and teaching components; maintain records and inventory of laboratory equipment within the School of Math and Science. Independent Lab supervision is also required to further enhance content delivery to students.		
ESSENTIAL DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none"> • Maintain lab equipment and inventory • Maintain attendance files and curriculum documents • Maintain specimens and chemicals, and support faculty with preparations of solutions as needed • Serve as liaison for students and faculty • Schedule and conduct missed lab assignments • Maintain proficiency in lab procedures for all math and science labs • Other pertinent duties as assigned 		
QUALIFICATIONS: <ul style="list-style-type: none"> • Must possess excellent communication, both oral and written, and organizational skills necessary to the position • Must possess excellent relationship skills to work effectively with individuals and groups • Must be flexible in the days and times they are available to work • Prefer laboratory experience in Upper Division Biology, Microbiology, General Chemistry, Organic Chemistry, and Biochemistry • Prefer knowledge in Genetics, Cell Biology, Microbiology and OSHA Regulations 		
EDUCATION and/or EXPERIENCE: <ul style="list-style-type: none"> • B.S. in Biology/Chemistry, preference to those with graduate hours in Biology or Chemistry • Demonstrate effective teaching skills • MACU seeks those who value teaching students and wish to contribute fully to the life of the University. 		
COMPUTER SKILLS: <ul style="list-style-type: none"> • Experience with interactive computers programs (e.g. MATLAB), Excel, and Word • D2L experience 		
PHYSICAL DEMANDS: <ul style="list-style-type: none"> • Ability to lift and move materials weighing up to 25 pounds (11.34 kilograms) • Ability to stand for long periods of time at one station 		
WORK ENVIRONMENT: Working conditions may be indoors or outdoors with exposure to cold, heat and hazard materials. Occasional travel may be necessary.		
Prepared By: Harold Kihega, Ph.D. Prepared Date: 01/28/2019	*Approved By: <small>(Vice President or Director only)</small> Approved Date:	



***Approved by VP or Director**