



### 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 checked="" 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
<b>POSITION SUMMARY:</b> 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.		
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• Maintain lab equipment and inventory</li> <li>• Maintain attendance files and curriculum documents</li> <li>• Maintain specimens and chemicals, and support faculty with preparations of solutions as needed</li> <li>• Serve as liaison for students and faculty</li> <li>• Schedule and conduct missed lab assignments</li> <li>• Maintain proficiency in lab procedures for all math and science labs</li> <li>• Other pertinent duties as assigned</li> </ul>		
<b>QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>• Must possess excellent communication, both oral and written, and organizational skills necessary to the position</li> <li>• Must possess excellent relationship skills to work effectively with individuals and groups</li> <li>• Must be flexible in the days and times they are available to work</li> <li>• Prefer laboratory experience in Upper Division Biology, Microbiology, General Chemistry, Organic Chemistry, and Biochemistry</li> <li>• Prefer knowledge in Genetics, Cell Biology, Microbiology and OSHA Regulations</li> </ul>		
<b>EDUCATION and/or EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• B.S. in Biology/Chemistry, preference to those with graduate hours in Biology or Chemistry</li> <li>• Demonstrate effective teaching skills</li> <li>• MACU seeks those who value teaching students and wish to contribute fully to the life of the University.</li> </ul>		
<b>COMPUTER SKILLS:</b> <ul style="list-style-type: none"> <li>• Experience with interactive computers programs (e.g. MATLAB), Excel, and Word</li> <li>• D2L experience</li> </ul>		
<b>PHYSICAL DEMANDS:</b> <ul style="list-style-type: none"> <li>• Ability to lift and move materials weighing up to 25 pounds (11.34 kilograms)</li> <li>• Ability to stand for long periods of time at one station</li> </ul>		
<b>WORK ENVIRONMENT:</b> Working conditions may be indoors or outdoors with exposure to cold, heat and hazard materials. Occasional travel may be necessary.		