



**POSITION TITLE:** Lab Coordinator (11-month/40 hours per week)

**DEPARTMENT:** Chemistry

**REPORTS TO:** Chemistry Lab Manager

**SALARY GRADE/HIRING RANGE:** 9/\$16.55+ DOE

**FLSA DESIGNATION:** Hourly; Non-exempt

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**POSITION SUMMARY:**

The Whitworth Chemistry Lab Coordinator (.92 FTE) is responsible for ensuring that all general chemistry labs are prepared and that the involved student employees are trained and equipped to support those labs. The Chemistry Lab Coordinator, in conjunction with the Lab Manager, will work side-by-side with student employees to train, track progress, and ensure the safety of the student employees. To accomplish this most efficiently, it is essential the lab coordinator stay in regular communication with Whitworth Chemistry instructors and Faculty Lab Organizers as well as maintain an organized system of chemicals, chemistry lab equipment, and supplies.

**CORE RESPONSIBILITIES:**

1. Oversee standard operating procedures for lab setup and chemical preparations. (30%)
  - Consult with Instructors, Faculty Lab Organizers, and written procedures to determine chemical and supply needs for the general chemistry labs and demonstrations.
  - Prepare written standard operating procedures for the lab setup and chemical preparations for the general chemistry labs and demonstrations.
  - Consult with Instructors and Faculty Lab Organizers on facets of the laboratory procedures that warrant change to improve the efficiency, environmental responsibility, and students experience in the Whitworth general chemistry labs.
  - Innovate and advise changes in procedures that create a set of more responsible laboratory practices, including the reduction of waste products generated by the chemistry labs in consultation with the Hazardous Waste and Academic Safety Manager.
  - Establish and implement short- and long-range goals, objectives, and operating procedures.
  - Initiate and execute new organizational practices to better track and assign tasks to streamline the jobs and duties of student workers.
  - Empower student workers and instructors alike to identify innovative approaches to enhance organizational performance.
2. Prepare materials, chemicals, and equipment for laboratory instruction (25%)
  - Collaborate with Lab Manager to determine and execute proper preparation and labeling of solutions used in teaching laboratories and lecture demonstrations. Ensure that appropriate procedures are followed.
  - Setup and take down equipment and supplies for laboratory instruction.
  - Train solution prep student workers to safely and properly wash dishes and prepare materials and chemical substances for the general chemistry labs.
  - Monitor the supply of chemicals available for lecture/lab demos and restock as necessary.
  - Deliver full waste containers to designated waste areas for pickup by the waste management team.

3. Oversee and assist chemistry laboratory student workers to ensure all general chemistry labs have support. (25%)
  - Assist Lab Manager in training and supervision of chemistry student workers.
  - Maintain a familiarity with general chemistry laboratory course procedures and experiments to direct the accurate set up of labs.
  - Delegate tasks on a weekly or as-needed basis to student workers that best suits their position, skills, and time slot in the lab schedule.
4. Organize and maintain the chemicals, equipment, and consumable supplies for the general chemistry labs. (10%)
  - Maintain and organize chemistry stockroom equipment and supplies.
  - Assist faculty in maintaining equipment in proper working condition.
  - Ensure the functionality and cleanliness of glassware and equipment to be used for labs, such as filter flasks, glass columns, pH probes, thermometers, sensors, etc.
  - Assist the Lab manager in the operation and enforcement of the check-in and check-out procedures for chemistry lab student drawers and equipment. Assign lab drawers, equipment sheets, and lock combinations. Maintain prices and collect replacement fees for lost or broken items. Prepare deposits for the cashier's office.
  - Monitor the levels of consumable supplies (paper towels, lab soap, gloves, etc.) in the general chemistry teaching laboratories and restock items as needed.
  - Maintain order and cleanliness in the teaching lab spaces.
  - Maintain current chemical inventory, barcode incoming substances and remove entries for expended substances.
5. Other (10%)
  - Consult with instructors to determine their supply needs for January term courses.
  - Help setup materials in the classroom for January term courses.
  - Fill in or proctor exams for instructors in the lab and/or classroom.
  - Maintain instruments in the chemistry department, such as by filling NMR with liquid nitrogen or helium when Lab Manager is unavailable to do so.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent knowledge of general chemistry nomenclature, chemical structures, properties, reactivity, and hazards.
- Excellent understanding of molarity, dilution, and standardization.
- Accurately communicate preparation directions with written standard operating procedures for others to achieve desired results.
- Safely use hazardous materials in the chemistry department.
- Ability to train student workers to carry out their responsibilities safely and accurately.
- Proficient with Microsoft Outlook, Word, and Excel.
- Ability to establish and maintain positive working relationships with administration, staff, faculty, parents and students.
- Ability to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking.

**MINIMUM QUALIFICATIONS:**

- Associates degree in Chemistry or closely related field required.
- One (1) year of work experience in a chemical stockroom or laboratory or bachelor's degree in Chemistry (or closely related field).
- A personal commitment to the Christian faith and to the integration of faith and learning.

- Demonstrated growth in cultural competence, awareness of societal and structural inequities and proven experience in effectively establishing relationships and positive communications with students and other constituents across multiple dimensions of diversity including, but not limited to, race, gender, varying abilities, nationality, sexual orientation, gender identity, class or religious perspectives.
- A commitment to the educational mission of Whitworth University as a comprehensive Christian liberal arts university affiliated with the Presbyterian church.

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree in Chemistry or a closely related field preferred.
- Basic knowledge of scientific instruments and equipment maintenance.
- Knowledge of collaborative programs such as Microsoft Teams and One Drive.
- Availability to work outside normal business hours, as early as 7:30am or as late as 6:30pm.

**ADDITIONAL REQUIREMENTS:** A background check, sexual misconduct check and confirmation of degrees earned will be required of the successful candidate. A resume, cover letter, faith statement, and names, addresses, and phone numbers of at least three (3) professional references will also be required. **All Whitworth University employees are required to comply with the university's COVID-19 vaccination policy.**

**About Whitworth:**

Founded in 1890, Whitworth has consistently ranked among the top regional colleges and universities in the West. Whitworth University has an enrollment of more than 3,000 students and offers more than 100 undergraduate and graduate degree programs. With strong liberal arts undergraduate and graduate programs, Whitworth unites a robust commitment to Christian mission and service, academic rigor and care for students.

Whitworth University's 200-acre campus of red-brick buildings and tall pines offers a beautiful, inviting and secure learning environment. More than \$125 million in campus improvements have been made in recent years.

A community of committed Christian faculty and staff employees carries out the university's mission "to provide its diverse student body an education of the mind and heart," equipping its graduates "to honor God, follow Christ and serve humanity."

**Our Benefits:**

Whitworth University provides a robust offering of benefits and services to enhance the quality of life of its faculty and staff. Employees who are eligible for benefits may participate in health plans including medical, dental and vision; a generous retirement plan (8% employer match); life insurance and long-term disability insurance. Well-being services include spiritual enrichment, the employee assistance program, and free access to the University Recreation Center and the Megan E. Thompson Aquatic Center. Free tuition for employees and tuition remission programs for spouses and dependents round out the offerings. Additionally, Whitworth employees enjoy 17 paid holidays each year.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race,

color, national origin, age, sex, or disability. With our Christ-centered commitment to building a diverse and inclusive community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.