

Job Title	Laboratory Coordinator I
Job Code	
Exempt Status	Non-Exempt
Position Status	
EEO Classification	

Job Summary

The Laboratory Coordinator I, under general supervision, supplies, maintains, and organizes laboratory equipment. Prepares materials and trains teaching assistants.

Essential Duties and Responsibilities

- Conducts research sessions and coordinates with researchers.
- Coordinates the daily activities in a laboratory, including staff support and quality control
- Assists in administering the lab software system.
- May assist in managing the participant (subject) pool by recruiting, screening, and maintaining records on research participants.
- Assists with longer-term lab organizational efforts.
- Prepares and sets up research sessions including drafting protocol, coordinating with IT support.
- Compensates participants for their participation in the research sessions.

- Schedules lab space for research sessions.
- Maintains lab supplies and other research equipment.
- Ensures adherence to lab standards and practices to maximize safety and operational effectiveness.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in Biology or equivalent combination of education and experience.

Experience – One year of related experience.

Knowledge of – Knowledge of word processing, spreadsheet, and presentation applications. Ability to identify, assess, and solve problems. Ability to multitask and work cooperatively with others.

Ability to – Ability to multitask and work cooperatively with others. Ability to communicate clearly and effectively to ensure understanding.

Licensing / Professional Certification – None.

Physical Requirements – Ability to lift light objects.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements

- Work beyond normal office hours and/or work on weekends.