

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Laboratory Coordinator **SALARY GRADE:** HU-09
DATE REVISED: December 1, 2014 **EEO CODE:** 03
JOB CODE: 2212 **FLSA STATUS:** Non Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: Oversee all laboratory sections, interfacing between faculty and graduate assistants.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Serves as liaison between class instructors and students to coordinate all laboratory sessions with topics covered during lecture.

PRINCIPAL ACCOUNTABILITIES:

- Maintains, organizes and oversees equipment, supplies, refrigerators, freezers, etc.
- Performs and maintains inventory of laboratory supplies and equipment.
- Develops and carries out methods for synchronizing laboratory sessions.
- Develops and implements algorithms for evaluating the effectiveness of laboratory experiences.
- Maintains a clean and well organized working domain.
- Provides friendly and courteous service to faculty, students, administrators, alumni and visitors.
- Interfaces with the departmental Space and Facilities Committee.
- Performs other duties as assigned or required.

CORE COMPETENCIES:

- Computer literacy, including competence in Word, Excel and email.
- Competence in oral and written English.
- Good interpersonal skills.
- Ability to process university paperwork efficiently and expeditiously.

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Ability to establish, maintain and promote harmonious and effective work relationships with students, faculty, staff, University officials, officials of funding agencies and the general public.

MINIMUM REQUIREMENTS:

Associate's Degree, Two-Years of College required and 2-4 years of experience. AA/AS may be substituted for 4 years of required work experience. BA/BS may be substituted for up to 4 years work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management