



Biology Lab Coordinator

Founded by the Congregation of Holy Cross in 1948, Stonehill is a private Catholic college located just 22-miles from downtown Boston on a beautiful 384-acre campus in Easton, Massachusetts. With a student to faculty ratio of 13:1, the College engages its 2,500+ students in 80+ rigorous academic programs in the liberal arts, sciences, and pre-professional fields.

The Biology Department seeks applicants for a Biology Lab Coordinator who will provide laboratory support and preparation of introductory biology and microbiology laboratories. This position is also responsible for making sure lab equipment is in working order. An additional responsibility is the supervision of work-study lab assistants.

Essential Duties:

- Work in conjunction with the Biology faculty to plan, and prepare laboratory for General Biology labs and Microbiology labs. Attend the weekly lab meetings to review the needs for the upcoming lab exercises.
- Responsible for maintenance, cleanliness and organization of general biology and microbiology prep rooms, cold room and stock room.
- Oversee the set up, execution, and clean up of each lab section (BIO 101, BIO 102, BIO 309) during the academic year. Ensure that all reagents, solutions, glassware and equipment are ready and in working order. Maintain living cultures for teaching purposes when needed.
- Order and process the purchase orders for all general lab supplies and the chemicals supplies needed for lab instruction in BIO101, BIO102, and BIO309. Work with the Department's Chairperson to manage the lab supplies budget and keep records of monthly expenditures.
- Coordinate the interviewing, hiring, training, and evaluation all work-study students. As their primary supervisor approve their biweekly timesheets. Work with the Department's Chairperson to manage the work-study budget.
- Manage chemical hygiene program. Work in conjunction with the chemical hygiene officer to dispose of all chemical and biological waste generated, and train all work-study students and faculty. Maintaining MSDS files.
- Oversee the inventory, proper maintenance, and repair of teaching lab equipment including: autoclave inspections, biosafety cabinet certifications, water filtration systems, microscopes, safety checks of eye washes, calibration of micropipetmen, spectrophotometers, pH meters, incubators and balances.

Marginal Duties: Performs additional duties as assigned.

The successful candidate will have a minimum of a B.S. degree in biology, medical technology or chemistry with 3 years of demonstrated lab experience. Three years of experience as a lab director with microbiology experience preferred. Excellent interpersonal and communication skills, and ability to supervise students and work with a team of faculty. Ability to prepare solutions, and to handle chemical and biological materials safely. Excellent planning and organizational skills. Computer proficiency.

Candidates should send resume, list of references and letter of application by December 31, 2011 to:

Dr. Magdalena James-Pederson
Biology Department Chairperson
mpederson@stonehill.edu

Applicants who will enrich the diversity of the campus community are strongly encouraged to apply.

Stonehill College is an equal opportunity employer committed to diversity.