

Classification Specification: Lab Supervisor

Classification Number: 83225 Pay Grade: 26
Effective Date: September 27, 2013 Current Exemption Status: Nonexempt

Position Summary

Oversees preparation and clean up of instructional labs for chemistry courses. Maintains inventory and purchases supplies and equipment for chemistry labs and stockroom for researchers. Participates in hiring and supervision of student workers, graduate research assistants and stockroom workers.

Essential/Primary Duties

- Oversees preparation and clean up of instructional labs, equipment drawers and demonstrations for chemistry courses. Maintains cleanliness and organization of labs and stockroom, monitors check-in and check-out of drawer and equipment and serves as safety liaison for the department.
- Reviews inventory for the instructional labs and stockroom. Purchases materials, supplies and equipment as needed, and oversees reimbursements of stockroom inventory from researchers.
- Assists with hiring student employees and research assistants for faculty. Supervises stockroom assistants and approves time reported. Provides back-up as needed for all services provided by the stockroom.
- Maintains and reconciles instructional budget. Oversees gas cylinder monthly balances, and matches invoices against vendors' records.

Experience and Education

Experience

- Six months related experience required in chemical handling and storage

Education

- High school diploma or GED required

Physical Requirements

Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.

Working Conditions

Work is performed in an environment with exposure to somewhat disagreeable or hazardous conditions.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Knowledge of basic science and scientific methods

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

Account Clerk

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.