JOB OPPORTUNITY

Biology Lab Coordinator

The Biology Department at Notre Dame College is seeking a full-time laboratory coordinator, nine-month position (mid-August to mid-May). The main responsibility of this position is to assist faculty in the conduction of laboratory classes, and maintain all supplies and facilities necessary for this purpose.

Responsibilities:

- Communicate with faculty in regards to teaching laboratory requirements
- Prepare materials and chemical solutions for laboratory classes
- Order and stock chemicals and supplies
- Care for microbial cultures and other live specimens as needed
- Maintain up-to-date inventories for all chemicals, supplies, specimens, and equipment
- Maintains laboratories in a safe well-organized manner
- Keep laboratory equipment and laboratory spaces in clean and working order
- Supervise and instruct undergraduate students as lab assistants
- Treat and/or remove biohazard and chemical waste

Requirements:

- Minimum of B.S. or B.A. in Biology or related discipline, Masters preferred
- Must have a minimum of one-year laboratory experience or coursework involving care of bacterial cultures

Application due by December 4th:

Application should include (1) Cover letter, (2) resume/C.V., (3) list three references and contact information. Transcripts of highest degree obtained available upon request. Please submit information to careers@ndc.edu with the subject line of biology lab coordinator.

Position to begin January 6th.