



POSITION DESCRIPTION

TITLE:	CE Lab Coordinator	CATEGORY:	Professional
FLSA STATUS:	Non-Exempt	GRADE:	C

JOB SUMMARY: Coordinate the daily operations of laboratory facility services and laboratory materials, equipment, and supplies inventory, which support a wide variety of laboratory and field programs district-wide for the Workforce Development/Economic division.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:

	YEARLY PERCENT OF TIME
1. Provide orientation to faculty, staff, students, and community in the use of the laboratory facilities, equipment, and supplies; provide work direction/supervision, when required, to any assigned part-time or work-study staff.	25%
2. Provide support to faculty through instructional assistance; participating in the evaluation and selection of texts and other learning materials; assist in the preparation of instructional materials for lectures or labs. Coordinate with the instructional coordinator to ensure proper academic and technical support is available to students and faculty.	25%
3. Monitor and maintain laboratory servers and computers in a secured wireless network environment; ensure equipment is in good working order; perform routine repair and maintenance.	20%
4. Develop and maintain an inventory system for instructional materials and equipment, including computer hardware and software.	15%
5. Participate in student recruitment activities relating to discipline.	5%
6. Recommend short- and long-term goals/objectives and operating policies/procedures and recommend new technology as needed.	5%
7. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: Provide work direction to part-time and work-study staff assigned.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's degree.

EXPERIENCE: Three (3) years of related experience.

CERTIFICATIONS/LICENSES: A+ Certified Professional

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Strong interpersonal skills and the ability to effectively communicate, both oral and written;
- Familiarity with computer hardware and software, and assigned laboratory equipment to effectively diagnose problems;
- Knowledge of technical support process and protocol and IT quality control processes;
- Ability to maintain a work schedule;
- Ability to effectively using organizational and planning skills, with attention to detail and follow-through.

2. Equipment Used: Personal computers and related equipment found in a laboratory.

3. Software Used: A variety of word-processing, spreadsheets, databases, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand; walk; sit and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and move up to 10 pounds, 25 pounds, or 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

INTERPERSONAL SKILLS:

Skills of persuasiveness or assertiveness, as well as, sensitivity to the other person's point of view are often required to influence behavior, change an opinion, and turn a situation around, cause action, or understanding in others. This level of interpersonal skills is required in positions, which regularly interact with others, through personal contact or presentations, within the organization or members in the community.

WORKING CONDITIONS:

Job is performed in a laboratory or comparable working area with many and frequent distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.

POSITION TITLE:	CE Lab Coordinator
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to perform the essential functions of this job successfully.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)		X		
Work near moving mechanical parts				X
Work in high, precarious places				X
Fumes or airborne particles				X
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)		X		
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

This job description intends to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. The employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understood the duties and responsibilities of this position.

X _____
Employee Signature *Date*