POSITION OBJECTIVE

Working under limited supervision, the research technician will assume responsibility for all aspects of the operation of the undergraduate laboratory stockrooms and all operations pertaining to undergraduate laboratory support activities.

ESSENTIAL FUNCTIONS

1. Administer experiments.
2. Assist faculty with schedule of experiments for all undergraduate laboratories.
3. Implement policies, procedures and equipment design to facilitate proper operations of undergraduate laboratories.
4. Maintain records, reports and inventory.
5. Order chemicals, glassware and reagents each week.
6. Stock and distribute laboratory materials to students.
7. Organize and assign student drawers and oversee control of drawer inventory during check-in and check-out procedures.
8. Update preparation procedures for experiments in each course, as needed.
9. Prepare, standardize and distribute reagents and solutions to be used by multiple courses.
10. Set up, distribute and collect laboratory supplies and equipment necessary for courses and experiments according to specifications.
11. Maintain laboratory equipment and instruments for proper operation.
12. Maintain all undergraduate laboratories and two stockroom areas for order, efficiency and effective operation.
13. Work with lab instructors and graduate teaching assistants to collect and tag hazardous chemical waste for proper disposal through safety services.
14. Assist with the implementation of sustainability initiatives in undergraduate laboratories.
15. Work collaboratively with students, staff and faculty as directed.
16. Install, maintain and repair complex equipment; may do design modifications and fabricate mechanical or electronic equipment.
17. Provide some analysis and interpretation of results as appropriate.

NONESSENTIAL FUNCTIONS

1. Perform all basic laboratory and stockroom housekeeping tasks needed for efficient and effective laboratory and stockroom operations.
2. Assist facility manager as requested.
3. Distribute equipment to students as necessary.
CONTACTS
Department: Daily contact with facility manager. Frequent contact with faculty and teaching assistants in the undergraduate labs. Contact with the department's business office.
University: Some contact with maintenance, security and housekeeping. Contact with personnel from the Department of Occupational and Safety Services. Contact with chemical stores and procurement personnel on an as needed basis.
External: Routine contact with vendors and technicians in regard to procurement and repair.
Students: Daily contact with undergraduate students and graduate student teaching assistants in the teaching labs.

SUPERVISORY RESPONSIBILITY
Supervise and instruct undergraduate student teaching assistants in the teaching labs.

QUALIFICATIONS
Experience: Minimum of 2 years' experience in a laboratory environment.
Education/Licensing: High school education required; bachelor's degree in chemistry preferred.

REQUIRED SKILLS
1. Ability to receive precise instructions and execute them accurately.
2. Must be able to communicate well with faculty and students.
3. Must have writing skills.
4. Mechanical aptitude.
5. Familiarity with laboratory equipment, apparatus, chemicals and glassware.
6. Familiarity with good laboratory practices.
7. Ability to exercise due caution in laboratory safety procedures.
8. Must have knowledge of the potential safety hazards associated with a laboratory environment, and know how to take necessary precautions.

WORKING CONDITIONS
Chemistry laboratory environment. Potential exposure to hazards. Potential pressure situations may develop due to tight sequential structure of the laboratory schedule.