

SCIENCE LABORATORY COORDINATOR

JOB SUMMARY/OBJECTIVE

The primary responsibilities of the Science Laboratory Coordinator position include managing the operations of teaching and research laboratories; including the ability to teach laboratory sections of science courses in their discipline, and to develop laboratory procedures, the categorization and storage of scientific materials/instruments, directing the maintenance of equipment, and ensuring compliance with federal regulations for hazardous waste disposal. This position requires a Master's degree or at least 18 hours of graduate work in chemistry, biology, or similar science-based field. The appointee may also direct undergraduate research or other applied student experiences and contribute to the distinctive general education curriculum and the broader academic life of the University of the Ozarks.

A sincere interest in students, excellent communication skills, and support of the University's mission are also required. The appointee to this position must be able to demonstrate a familiarity with and understanding of a small and residential campus that values personal attention and collegiality.

This is a full-time, 12-month, exempt position with full benefits including vacation, sick and holiday time and retirement.

DUTIES AND RESPONSIBILITIES

- Monitoring and maintaining supplies needed for laboratory experiences in laboratory science programs
- Ability to teach laboratory sections of science courses
- Ensuring safety procedures are developed and followed appropriately
- Participation in appropriate activities for science program assessments
- Directing the maintenance of sensitive scientific equipment
- Ensuring compliance with federal regulations for hazardous waste disposal.
- Involvement with undergraduate students in discipline specific research
- Other duties as assigned and as considered appropriate for the position

SKILLS AND ABILITIES

- Excellent organizational ability, high level of accuracy, attention to detail
- Effective interpersonal and communication skills in dealing with others to ensure that requests or needs are met
- Problem solving skills including the ability to acknowledge and clarify inquiries, requests, or complaints to ensure that needs are identified, documented and addressed
- Ability to prioritize and manage multiple tasks simultaneously and with minimal supervision
- Enjoy working with college students

QUALIFICATIONS

Required: 18+ hours of graduate-level course work in a lab-based scientific field

Preferred: Master's degree in chemistry, biology, health science, or physics

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.

APPLICATION PROCEDURES

Send a letter of interest, résumé, and three to five professional references to:

humanresources@ozarks.edu

Applications received by Friday, February 11, 2022 will be assured of full consideration.

Anticipated start date: April 1, 2022

ABOUT UNIVERSITY OF THE OZARKS

About University of the Ozarks: Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University has been rated as having the second most diverse student body in a 12-state region. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff, and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs, and other campus initiatives. For more information about the University of the Ozarks, visit www.ozarks.edu