

Job Level	Assistant Coordinator for Organic Chemistry Undergraduate Laboratories	Technical/Support Level II
Oversight Received	<ul style="list-style-type: none"> * Responsible for assisting the Organic Chemistry Lab Coordinator in the organization, planning, and implementation of the organic chemistry lab teaching program. * Coordinating the operations and implementation of procedures that effectively ensure organizational efficiency of the organic chemistry lab teaching program. 	<ul style="list-style-type: none"> • Completes tasks without immediate supervision • Work is regularly checked.
Problem Solving	<ul style="list-style-type: none"> * Prioritize and manage situations in the lab environment daily, which may include emergency response, such as assisting in hazardous material incidents or managing situations involving student safety. * Assist in the implementation of lab curricula into operational practice within the undergraduate organic chemistry program. * Assist in testing of new experimental procedures for undergraduate organic chemistry curricula. * Assist in the implementation of procedures for the stewardship of key Chemistry Department teaching facilities including undergraduate labs and the instrument room. * Maintain lab instrumentation and equipment inventories within specified areas of the undergraduate on program. 	<ul style="list-style-type: none"> • Problems encountered are varied but similar. • Responses typically drawn from pre-established solutions. • Resolves non-routing issues escalated from junior team members
Interaction/ Communication	<ul style="list-style-type: none"> * This position reports to the Organic Chemistry Lab Coordinator and faculty responsible for teaching lecture sections of Organic Chemistry. * Manage student staff carrying out the preparation and setup of chemical equipment and reagents within the undergraduate chemistry program. * Act as a liaison for teaching assistants regarding organizational policies and procedures as well as the appropriate implementation of chemistry curricula. * Assist faculty in providing program and development support for chemistry teaching assistant training programs. 	<ul style="list-style-type: none"> • Audience is typically knowledgeable about the subject matter. • May need to present information in multiple written forms.
University Impact	<ul style="list-style-type: none"> * Provide long-term operational support of students and teaching faculty to run the laboratory teaching program in the Department of Chemistry. 	<ul style="list-style-type: none"> • May be accountable for on-time delivery of own work or that of others on the team.
Typical Education	<ul style="list-style-type: none"> * BS or BA degree in Chemistry, Chemical Engineering, or Biochemistry or related field. 	<ul style="list-style-type: none"> • Requires technical know-how and broad understanding of subject area. • May require vocational qualification or certification.