**Manager, Laboratory Standard Job Description**

**Classification Title:** Manager, Laboratory

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Laboratory Manager, under direction, coordinates the distribution, oversight, and maintenance of supplies and equipment in departmental teaching laboratories. Prepares specifications, oversees laboratory set-ups, and ensures efficient operations of demonstrations and/or equipment in teaching laboratories.

**Essential Duties and Tasks:**

**40% Operations**

* Equips students with instruments, disposable supplies, and chemicals.
* Organizes laboratory supplies in teaching labs and stockrooms.
* Maintains files with inventory of equipment, instruments, and chemicals.
* Disposes laboratory waste according to safety regulations.
* Re-stocks supplies, places and receives orders, and files documentation of received supplies.
* Manages laboratory equipment and instruments in proper operating conditions and assists with special projects.

**40% Supervision**

* Instructs students on the use instrumentation.
* Supervises student workers in the laboratory and manages their schedules, duties, and tasks.
* Maintains updated trainings and certifications in laboratory safety procedures and ensures the teaching and creation of laboratory manuals.
* Attends and participates in departmental meetings or other meetings pertaining to laboratory matters.
* Ensures that procedures are carried out appropriately and issues are addressed.
* Adheres to Federal, State, and Texas A&M University System (TAMUS) procedures, policies, and safety regulations
* Maintains quality assurance manuals, Standard Operating Procedure (SOPs), validation of laboratory procedures, check sample program, and record control.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience in laboratory management.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing, spreadsheet, and presentation applications.
* Ability to identify, assess, and solve problems.
* Ability to communicate clearly and effectively to ensure understanding.
* Knowledge of scientific equipment associated with genetics, microbiology, chemistry, and life sciences.
* Knowledge of proper preparation, handling, and disposal of biologicals, chemicals, and glassware.

**Additional Information**

**Machines and Equipment:**

* General Office Equipment
* Lab Equipment

**Physical Requirements:**

* Ability to move (light, moderate, or heavy) objects.
* Some lifting, carrying, and/or moving of materials.
* This position may require work beyond normal office hours and/or work on weekends.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**