**Laboratory Coordinator I Standard Job Description**

**Classification Title:** Laboratory Coordinator I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Laboratory Coordinator I, under general supervision, supplies, maintains, and organizes laboratory equipment. Prepares materials and trains teaching assistants.

**Essential Duties and Tasks:**

**60%: Research**

* Conducts research sessions and coordinates with researchers.
* May assist in managing the participant (subject) pool by recruiting, screening, and maintaining records on research participants.
* Assists with longer-term lab organizational efforts.
* Prepares and sets up research sessions including drafting protocol, coordinating with IT support.
* Schedules lab space for research sessions.
* Maintains lab supplies and other research equipment.

**20%: Operations**

* Coordinates the daily activities in a laboratory, including staff support and quality control
* Assists in administering the lab software system.
* Ensures adherence to lab standards and practices to maximize safety and operational effectiveness.

**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 Biology or equivalent combination of education and experience.

**Required Experience:**

* One year of related experience

**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.
* Ability to multitask and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* General Office Equipment
* Lab Equipment

**Physical Requirements:**

* Ability to lift and move moderate weight objects.

**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**