

SCU OF HEALTH SCIENCES
Job Description

JOB TITLE: Full Time Laboratory Technician

Reports To: Chair, Department of Undergraduate Studies

Prepared by: ADP TotalSource

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SUMMARY

This position is primarily responsible for overseeing the health professions laboratories, compliance, and wasting management schedules. This position is also responsible for assisting the lead lab instructors and contributing to curricular design of laboratories in the fields of general and organic chemistry, biochemistry, microbiology, general and human biology, genetics, anatomy and physiology and physics by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following.

Set up the laboratories including mixing and dispensing chemicals, setting up equipment, dispensing equipment. Maintain records and documentation on equipment, instruments and supplies necessary for the lab.

Demonstrate and maintain consistent safety procedures in the lab.

Direct students in emergency procedures and observe/enforce lab safety rules.

Document and maintain the inventory by ordering the laboratory supplies.

Provide chemical safety and waste management and environmental compliance.

Enforce industrial hygiene.

Is the authority for elements of the fire safety program.

Takes responsibility for the University's compliance with a variety of Federal, state, and local regulations within the laboratories.

Works closely with the University Compliance Officer to ensure safety in the laboratories.

The lab. Technician shall also:

Supports the Mission, Vision, and Values of SCU.

Improves integration across all appropriate SCU departments.

Collaborates with Academic Division, Department Chairs, and the Associate Dean in all matters of curriculum.

Participates in appropriate university activities; serves on teams and committees.

Supervises as requested.

Proposes and implements department curricular improvement and develops initiatives through appropriate governance structures.

Participates in quality assurance processes.

Supports the other SCU departments .

Works with the University Compliance Officer to offer 24-hour coverage in the event of a chemical spill or laboratory accident.

Carries out employee supervisory responsibilities in accordance with SCU's policies and applicable laws.

Participates in the interviewing, hiring, and training of laboratory employees.

Plans, assigns, and directs work; appraises performance; participates in the rewarding and disciplining of employees; addresses complaints and resolves problems.

Supervises, evaluates and directs the laboratory assistants, delegates responsibility as appropriate and necessary.

Supervises staff as it pertains to safety and compliance in the laboratories.

Provides overall direction, coordination, and evaluation of laboratory instructors.

Conducts regular one-on-one meetings with laboratory assistants and instructors.

ATTENDANCE:

Must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks; where applicable.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Designs work flows and procedures.
- Design - Generates creative solutions; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal

- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- External Working Relationships – Develops and maintains courteous and effective working relationships with clients, vendors and/or any other representatives of external organizations.

Leadership

- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Delegation - Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Organization

- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures.
- Business Necessity – The needs of the employer may be dependent on responding to and anticipating rapidly changing external and internal demands in all aspects of how business is conducted. This may include, but is not limited to, organization structure, finances, goals, personnel, work processes, technology, and customer demands. Therefore, it may become necessary to make modifications to how business is conducted and work is accomplished, with minimal or no advance notice to employees. Accordingly the employee must be capable of adapting, with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance.
- Safety and Security –All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management.

SUPERVISORY RESPONSIBILITIES:

Directly supervises laboratory assistants and student workers in the Department of Undergraduate Studies. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B.A.) from four-year college or university in biological sciences or chemistry; or three to five years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of: Database Software (Access); Internet Software; Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software (Outlook); and Presentation software (PowerPoint).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl; reach with hands and arms and talk or hear. The employee is occasionally required to taste or smell; stand and sit.

The employee must frequently lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts; fumes or airborne particles; and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Expectations of SCU Employees

The SCU President's Cabinet has identified a set of values and attributes that are bare minimums for employment, those that are core to who we are as a university, and values to which we aspire. Further identified are qualities and attributes desirable for employees in general, and senior leadership specifically. This is in harmony with principles found in *The Advantage*, by Patrick Lencioni.

SCU Core Values:

1. **Transparency:** Transparency implies openness, clear communication, respect, and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed. At SCU we believe that transparency leads to trust, improved problem solving, stronger unified teams, and enhanced productivity.

2. Grit: Grit is passion and perseverance toward long-term goals. A positive, non-cognitive trait based on an individual's passion for a particular long-term goal coupled with a powerful motivation to achieve their respective objective. This perseverance of effort promotes the overcoming of obstacles or challenges that lie within a gritty individual's path to accomplishment. At SCU, grit is "Sprinting the Marathon" we have engaged in to be successful and reach long-term sustainability in the ever-changing healthcare and higher education environment.

(http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit.html)

3. Sense of Humor: Having a sense of humor is about having a sense of perspective and using the ability to find the humor in situations to manage stress and creatively problem solve. At SCU, adding relevant and safe humor is about celebrating work, not trivializing it. By occasionally taking ourselves lightly, while still taking our jobs seriously, mixing humor in an appropriate manner will lead to improved workplace productivity and morale.

SCU Permission-to-Play Values:

- 1) Respect
- 2) Integrity
- 3) Emotional intelligence
- 4) Team player
- 5) Accountability
- 6) Collegiality
- 7) Authenticity

SCU Aspirational Values:

- 1) Evidence based
- 2) Passion
- 3) Extra mile
- 4) Integrative
- 5) Adaptability

Common Profile Qualities:

- 1) Customer service focused
- 2) Willing to invest in student/client success by fostering positive relations, guidance, and assistance
- 3) A belief that no task that improves the University is beneath us/servant leadership
- 4) Be an ambassador of the brand
- 5) Be a part of recruitment
- 6) Resource innovator

Profile-Specific Qualities By Category:

- 1.) They are a model of professional leadership
 - a. They practice excellent communication skills
 - b. They practice self-reflection and personal growth
 - c. They are able to maintain confidentiality
 - d. They be able to engage in constructive conflict
 - e. They seize initiative where required
 - f. They individually and collectively prepare for substantive conversations
 - g. They offer constructive support for each other & SCU
- 2.) They operate with a strategic community and external perspective
 - a. They support and engage in philanthropic endeavors
 - b. They connect, engage, and give
 - c. They forge internal & external partnerships
 - d. They participate in civic engagement

- 3.) They actively facilitate the university's vision and strategies
 - a. They bring their best ideas and perspectives to issues of importance for the good of SCU
 - b. They demonstrate commitment to promoting & enhancing diversity in all forms
 - c. They are able to utilize transformational leadership
 - d. They operate with strategic oversight of their area and assigned initiative
 - e. They offer innovative and continuous ideas for university improvements/assessments
- 4.) They are a champion of the university
 - a. They have an understanding of SCU history
 - b. They have an unfaltering commitment to the Mission, Vision, and Values of SCU
 - c. They participate in and help coordinate our campus events