

INSTRUCTIONAL LABORATORY SPECIALIST

Function of Job:

Under general supervision of designated faculty supervisor, organize, maintain, and upgrade instructional labs, materials, and demonstrations; coordinate introductory science courses; supervise graduate teaching assistants; and teach courses as assigned.

Characteristic Duties and Responsibilities:

1. Organize, maintain, upgrade, and manage teaching labs, including purchasing, setup, and management of laboratory equipment, computers, and internal computer networks.
2. Train, supervise, and evaluate graduate teaching assistants.
3. Organize, maintain, upgrade, assemble and disassemble classroom demonstrations, including multi-media demonstrations.
4. Learn how to use a variety of specialized lab equipment and teach students how to use such equipment safely.
5. Coordinate laboratories and demonstrations of assigned courses with faculty.
6. Provide information technology support for lab/department as assigned.
7. Up-date courses and curriculum materials as new developments in technology and pedagogy arise.
8. Teach science courses as assigned.
9. Organize course sections, including writing exams and homework assignments, preparing lectures, and coordinating faculty schedules as required.
10. Upgrade and update teaching lab, demonstrations, and classroom activities.
11. Develop and/or update laboratory manuals.
12. Maintain safety standards within the laboratory, including those associated with hazardous materials.
13. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in appropriate scientific area and two years of related experience which includes a combination of teaching, supervision, and computer management.
2. Computer skills as required by department.
3. Safety certifications/training as required by department.

Additional Desirable Qualifications:

1. College/university teaching experience.

11/24/08
System Approval

11/17/08
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.