

Teaching Specialist/Lab Manager
Medical Laboratory Sciences
Job Description

University Title: Teaching Specialist	Working Title: Teaching Specialist/Lab Manager
Classification: 9754	Position Number: TBD
Percent Time/FTE: 100%/1.0 FTE	Department/Division: Medical Laboratory Sciences [11383]
Reports To: Program Director, [252609]	Last Update: 3/21/2024

Summary of Position:

The Medical Laboratory Sciences Department is looking to hire full time Teaching Specialist/Lab Manager to teach and assist in medical laboratory Science courses and oversee the teaching laboratory spaces. This person is responsible for assisting students in planned medical laboratory exercises in basic MLS laboratory techniques, microbiology, hematology, and/or transfusion medicine. Other responsibilities include grading student assignments, ensuring safe practices, procedures, and policies are developed and maintained for both the students and faculty involved in teaching laboratories. This person will also be responsible for making sure adequate supplies are available for student laboratories. Continued personal growth within the profession is expected in order to keep current with the field.

Principal Duties and Responsibilities:

45%	<p>Teaching in MLS Student Laboratories</p> <ul style="list-style-type: none"> ○ Assisting students in MLS laboratory courses ○ Grading student assignments ○ Advising students regarding academic concerns observed in the laboratory ○ Assist in the development of lab manuals ○ Participate in the decisions relating to policies, courses, and programs in which there is involvement.
15%	<p>Teaching Laboratory and prep room maintenance</p> <ul style="list-style-type: none"> ○ Coordinating/scheduling calibration and maintenance of instrumentation ○ Coordinating lab and prep room cleaning, organization, and purging

	<ul style="list-style-type: none"> o Manages the collection, inventory, and disposal of chemical and biological hazardous waste materials
15%	<p>Ordering and receiving for General and specific MLS courses</p> <ul style="list-style-type: none"> o Maintaining general inventory supply o Coordinating with course directors to order laboratory specific supplies o Tracking costs in courses to help to calculate student lab fees o Coordinates with teaching faculty and other individuals and committees to provide or share in laboratory services
10%	<p>Hiring and Managing Lab Attendants</p>
10%	<p>Safety Officer</p> <ul style="list-style-type: none"> o Make sure we are compliant with safety protocols. Do self-inspection. Schedule and attend inspections. o Coordinate student and faculty safety training including new employee and yearly requirements as well as lab specific student training. o Maintains a safe work environment for students, faculty, and staff by having a working knowledge of chemicals and biological hazards
5%	<p>Miscellaneous Moos Tower office tasks</p>

* The Employer retains the right to change or assign other duties to this position.

Work arrangements:

This role is offered as an on-campus position where you are required to be onsite at our Twin Cities, MN campus on a regular basis. There is the ability for some flexibility with this requirement as some job duties can be done remotely. The specific schedule will be determined between you and your supervisor.

Working Conditions:

The majority of the work in this position is performed in a general lab/office setting.

Required Qualifications:

- Bachelor’s or Master’s degree with certification as a medical laboratory scientist
- Two years of experience working in a medical laboratory setting and working with chemicals
- Ability to read, write, and understand English
- Ability to occasionally lift up to 50 lbs.

Preferred Qualifications:

- Extended experience setting up and organizing various types of college science teaching labs
- Budgeting skills, experience ordering and maintaining hazardous materials
- Experience supervising undergraduate students in a laboratory setting
- Experience using MS Office and Google Suites
- Demonstrated hardware interface skills; and excellent communication/time management/interpersonal skills.

Supervision:

The person hired into this role will supervise 1-2 student employees at a time.