

## Job Description for Temporary, Casual or Interim Positions

<b>Job Title</b>	Lab Supervisor		
<b>Interim Job Code</b>	INT078	<b>Pay Grid</b>	Temporary
<b>Student Work Program Job Code</b>	WPS078	<b>Pay Grade</b>	Level 2

### Job Summary

Responsible for overseeing the operation of the lab, under general direction and guidance.

### Accountabilities

1. Coordinate the submission of information and documentation for lab staff.
2. Schedule and communicate lab employee shifts.
3. Schedule room bookings, events, seminars and workshops for the lab.
4. Greet visitors, answer or redirect general inquiries in person or by telephone and e-mail.
5. Update and maintain files, correspondence and records according to established guidelines.
6. Update and maintain operational information throughout the lab.
7. Set up and maintain lab equipment and ensure it is in good working order.
8. Document and report any equipment that requires maintenance.
9. Perform other clerical duties of a similar nature, as required.
10. Open and close the lab.

### Qualifications

**Education:** High school diploma or equivalent.

**Experience:** 6 months of relevant experience.

### Working Conditions

- Required to lift and carry equipment and supplies (up to 30 lbs).
- May be required to work in awkward physical positions when setting up lab equipment.
- Work is performed under directed guidance.

### Exclusions

- Do not install and update computer hardware, software and peripherals.
- Do not resolve mainframe or network problems.