

Job Description

(For Positions in UNIFOR Local 5555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD01010	Pay Grade:	9
JD Title:	Undergraduate Coordinator	JD FTE Hours:	37.5
Job Family:	Lab Tech		

General Description

The Undergraduate Coordinator is responsible for preparing materials and reagents for undergraduate laboratory sections in a department and ensuring consistency and uniformity between laboratory sections. Oversees preparation of teaching assistants for each laboratory exercise and ensures adherence to all applicable safety regulations.

Representative Duties & Responsibilities

- Coordinate all experiential and independent research courses for an undergraduate program in a department.
- Coordinate and attend recruitment events both in-house and off campus.
- Organize and coordinate annual undergraduate symposia.
- Collect, analyze, assess, and summarize information relevant to the decision making process and developing recommendations for final approval and implementation.
- Maintain and update health and safety records for departmental staff and students.
- Represent teaching staff on departmental and faculty committees.
- Provide technical and administrative support for departmental facilities and programs
- Setup and take down of undergraduate teaching labs according to established lab schedules.
- Order supplies and maintain inventories of laboratory consumables.
- Prepare a variety of chemicals, solutions, sterile media and other reagents required for the lab.
- Pipette a variety of reagents.
- Calibrate, maintain, repair, and troubleshoot issues with laboratory equipment.
- Write guidelines and standard operating procedures.
- Provide input towards the scheduling of undergraduate labs.
- Troubleshoot during the lab period to correct issues including, but not limited to, equipment failure and contamination of samples.
- Demonstrate procedures and experiments for teaching assistants and staff members.
- Correspond and meet with students to address concerns related to courses including, but not limited to, the resolution of contested grades.
- Advise registered students of course options and requirements which require maintaining knowledge of course and program curriculum.
- Ensure that students understand that all course selections adhere to established academic, prerequisite, and graduation requirements for the program.
- Assess student priority for limited registration in courses.
- Enter waivers and permissions for students to enroll in courses.
- Monitor and adjust enrolments for lecture, tutorial and lab sections.
- Assess enrolment patterns to determine course capacities.
- Assess advisement reports to determine suitability of students to enroll in courses.
- Act as a mediator between faculty and students when dealing with various issues such as special accommodations, scheduling conflicts, and grades.
- Promote the program to visitors and representatives both internal and external to the University.
- Train teaching assistants on proper lab techniques, operating laboratory equipment, and on running efficient and effective tutorial sessions.
- Organize and monitor the online learning environment.

Representative Duties & Responsibilities

- Calculate student marks and submit final grades to appropriate areas.
- Provide technical guidance and assistance concerning work methods, the use of equipment and techniques, and the analysis of results.
- Perform minor equipment repairs and arrange for major repairs through supervisor or outside contractor.
- Responsible for keeping laboratory facilities, equipment, and area in clean, safe working order.
- Responsible for the proper storage of materials and the appropriate disposal of waste.
- Recommend new equipment and material purchases.
- Remain current with frequent changes.

Supervision

- Ongoing responsibility for hiring and supervising 10 or more casual employees.

Qualifications

- Bachelor's degree in a relevant field of study.
- Requires 3 years of relevant experience.

Effort

Physical Effort:

- A typical work day occasionally requires low physical effort for activities such as:
 - Intermittent periods of keyboarding to process documents, enter data into databases and spreadsheets, and maintaining accurate records.
- A typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
 - Standing to conduct and demonstrate experiments.
 - Pipetting a variety of reagents and media.
- A typical work day occasionally requires high physical effort for activities such as:
 - Lifting and moving heavy objects.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information, word processing routine documents, and inputting data in databases and spreadsheets.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Collecting, analyzing, assessing, and summarizing information relevant to the decision making process and developing recommendations for final approval and implementation.
 - Assessing student priority for limited registration in courses and providing suitable alternatives to meet degree requirements.
 - Training others on experimental techniques and the operation of laboratory equipment.
 - Corresponding and meeting with students to address concerns related to the course including, but not limited to, the resolution of contested grades.
 - Advising registered students of course options and requirements which requires maintaining knowledge of course and program curriculum.
 - Ensuring that students understand that all course selections adhere to established academic, prerequisite, and graduation requirements for the program.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
 - Troubleshooting during the lab period to correct issues including, but not limited to, equipment failure and contamination of samples.

Working Conditions

Physical Environment:

- Occasionally exposed to dust and dirt when preparing materials and repairing equipment.
- Occasionally required to in an environment that is poorly ventilated.
- Frequently required to wear protective equipment such as goggles, gloves, and aprons.
- Frequently exposed to unpleasant odours when handling chemicals and reagents.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests and simultaneous deadlines.

Health & Safety:

- Lifts and moves heavy materials.
- Handles chemicals and reagents when conducting experiments.
- Operates equipment with moving parts.