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| **JD #:** | JD01010 |
| **Pay Grade:** | 9 |
| **Title:** | Undergraduate Coordinator |
| **Unit/Project Description:***For Department use only.* |  |
| **Job Summary:** | 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. |
| **Purpose and Key Functions:** | * 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.
* 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.
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| **Supervision:** | * Ongoing responsibility for hiring and supervising 10 or more casual employees.
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| **Requirements:** | * Bachelor's degree in a relevant field of study.
* Requires 3 years of relevant experience.
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| **Assets:***For Department use only*. |   |
| **Additional Information:***For Department use only*. |  |