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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. |
| **Supervision:** | * Ongoing responsibility for hiring and supervising 10 or more casual employees. |
| **Requirements:** | * Bachelor's degree in a relevant field of study. * Requires 3 years of relevant experience. |
| **Assets:**  *For Department use only*. |  |
| **Additional Information:**  *For Department use only*. |  |