



# Example of Laboratory Coordinator Job Description

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Our company is growing rapidly and is looking for a laboratory coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for laboratory coordinator

- Coordinate and train TAs and graduate students on use of the equipment/instrumentation for teaching and research purposes
- Act as main contact person for any questions concerning lab experiment, teaching demonstrations and any required safety and teaching training for equipment usage
- Coordinate and implement a schedule for use of equipment/instruments in the teaching program each semester that is aware of and flexible with ongoing research needs
- Plan and monitor an annual budget for equipment/instrumentation needs for all teaching related activities
- Assist in laboratory and teaching demonstration development as needed to improve course delivery and learning objectives/outcomes by recommending and operationalizing new technologies, methods or demonstrations for teaching, training and skills development
- Write and revise use protocol and workflow documents for laboratory, lecture demonstration, and field use of equipment/instrumentation as needed to assist faculty, TAs, and graduate students
- Manage detailed inventories, sign in/out protocols, purchasing or repair requisitions, supplies, shipping and storage needed for the equipment/instrumentation
- Perform mechanical and electronic repairs and calibrations on equipment/instrumentation or facilitate repairs/calibrations with appropriate parties

## Qualifications for laboratory coordinator

- Follows written procedures while performing assignments
- Minimum three (3) years of previous experience in the service area
- Manages projects across functional areas with accountability for bringing project to fruition on time and on budget
- High proficiency in Microsoft Office applications (Word, Excel, PowerPoint, OneNote, Visio, etc) and electronic document management systems
- Knowledge/proficiency with SharePoint and Access preferred
- Serving as the facility's safety officer