Continued increases in enrollment have placed stress on both the physical assets and the personnel responsible for the daily operation of PALS lab activities. During October, PALS Chair Grady Price Blount held two meetings to address these issues: 1) Blount and Dean Marinez met with Provost Harper and Vice-President Hayes and laid out the requirements for increased lab and field support, and 2) Blount met with the lab staff and directed them to perform a reassessment of their job functions. The remainder of this document is the result of that request.

Here is the existing job description for the Lab Facilities Supervisor. This is the highest level staff position in the PALS lab and field operations arena.

**Carl C. Christensen Jr.**
**Lab Facilities Supervisor**

Current Duties:

- Act as departmental safety officer both on and off campus including compliance with university procedure and pertinent laws.
- Provide direct support for field operations including maintenance and logistical support.
- Serve as department shipping /receiving agent and alternate property control officer with the responsibility of inventory.
- Oversee hazardous waste and biohazard containment and disposal including glass, sharps and chemicals.
- Supervise two discipline specific lab coordinators and student assistants to accomplish tasks in support of faculty.
- Perform other duties as assigned.

NOTE: Tasks shown in **RED** on the following pages are current tasks which are proposed to be moved to a new position designated **Safety Officer**
Summary of Recommendations for realignment of PALS Lab Operations
-prepared by Mendez, Rush, Sutton, and White

Physical Sciences Lab Coordinator (existing position)
   All Geology, ESCI, & Physical Science labs & all Chemistry other than Gen. Chem.

Life Sciences Lab & Field Coordinator (existing position)
   All Mariculture and Biology labs (except for Intro Biology & Biomedical)

Intro Biology Lab Coordinator (existing position) = Tammy White
   All Introductory Biology labs

Intro Chemistry Lab Coordinator (existing position) = Arnold Mendez
   All General Chemistry labs

Biomedical Lab Coordinator (new) (40 hr) = LaDonna Rush
   All CLSC labs, Microbiology, Principles of Microbiology, Aquatic Microbiology, Mycology, Microbial ecology, Biology of the Fungi, Cell Biology, Cell Phys, Molecular, Molecular cell, and Immunology.

Safety Officer (new) (40 hr) = Ray Sutton

Purchaser (new) (20 hr) = Anna Moomaw

The remainder of this document is a bulleted list of the primary job responsibilities for each of these positions.
Physical Sciences Lab Coordinator (Full-time employee)

- Maintain Chemistry teaching labs, preparatory and storage rooms
- Maintain general, chemical, and supply inventory (Chemistry)
- Purchase, receive, organize, store and dispose of lab supplies
- Set up lab equipment/supplies for teaching each day
- Monitor lab equipment maintenance and use
- Assign and monitor or perform weekly media and culture prep for teaching labs
- Coordinate student worker selection (Chemistry)
- Supervise student lab workers and teaching assistants (Chemistry)
- Train student lab workers, SURF and/or other summer student workers on lab safety and equipment use
- Coordinate end-of-semester duties for Chemistry TAs and student workers
- Assist with preparation of and assist in conducting Fall and Spring TA workshops
- Schedule media equipment use in labs with Media Services
- Meet with various vendor representatives to get better pricing for department
- Attend lab coordinator’s monthly meetings
- Perform various outreach duties (i.e. give talks and tours to high school students interested in science)
- Perform other duties as assigned
- Drive for field trips (when necessary)
- Maintain MSDS databases for all chemicals and reagents (move to Safety Officer)
- Conduct 1st Aid/CPR/AED Training for TAs, staff and faculty (move to Safety Officer)
- Coordinate Hurricane Preparation for PALS Department (move to Safety Officer)
- Coordinate and give safety lectures to students, staff and faculty during Fall, Spring and Summer Semesters (move to Safety Officer)
- Attend meetings with Chemistry TAs and faculty (move to Safety Officer)
- Coordinate chemical waste containment and disposal (move to Safety Officer)
- Prepare for inspections (e.g. Fire, Safety, etc…) (move to Safety Officer)
Life Sciences Lab & Field Coordinator (Full-time employee)

- Maintain Biology teaching labs, preparatory and storage rooms including the storage areas for field equipment
- Purchase and receive all supplies needed for biology labs
- Maintain general and chemical inventory
- Maintain MSDS databases for all chemicals
- Organize, store and dispose of lab supplies
- Monitor lab equipment maintenance and use
- Maintain living and non-living materials for lab sections
- Coordinate student worker selection and supervise student lab workers and teaching assistants
- Coordinate end-of-semester duties for Biology TAs and student workers
- Schedule media equipment use in labs with Media Services
- Attend lab coordinator’s monthly meetings
- Perform various outreach duties (i.e. give talks and tours to high school students interested in science)
- Perform other duties as assigned
Introductory Biology Lab Coordinator (Full-time employee)

Introductory Biology has 60 lab sections with ~1300 students each year. Twenty teaching assistants are utilized to teach approximately 60 lab sections each year. Each long session there are from 3-5 Professors involved in teaching this course. This semester there are 3 Professors, 11 TAs, and 35 labs (~775 students).

- Responsible for safety compliance (Intro Bio personnel and students).
- Oversee, schedule, and prepare Introductory Biology Lab (Bio 1406 & 1407) sections.
- Schedule and coordinate lab activities for Bio. 1406 & 1407.
- Coordinate activities with supervising professor (Maurstad) to design and execute lab assignments. This includes editing and revising the lab manuals and lab syllabi.
- Coordinate between labs and lecture.
- Train, coordinate, supervise, and mentor Teaching Assistants. Evaluate performance and make recommendations to the selection committee.
- Prepare, teach, and grade the lead teaching lab section for Bio. 1406 & 1407 during the long semesters as needed for TA training.
- Inventory, order, receive, and stock supplies to support lab operations.
- Coordinate lab supply and equipment allocation and room use for Bio. 1406 & 1407. Includes maintaining equipment and computers.
- Coordinate student lab absences and make-ups & handle grievances and complaints.
- Prep, organize, and conduct weekly meetings with TAs and professors.
- Coordinate/cooperate with TETRAD and TRIAD with Seminar, English and Chemistry components.
- Perform various outreach duties (i.e. give talks and tours to high school students interested in science)
- Coordinate and give safety lectures to students, staff and faculty during Fall, Spring and Summer Semesters (move to Safety Officer)

Miscellaneous duties not connected to Introductory Biology:
- Safety council member
- Organize and assist in TA training each semester (45 TAs this semester)
- Department curator for the Herbarium
- Drive on field trips if necessary
- Assist identifying and preserving native plants
- Defacto secretary for the lab staff
Intro Chemistry Lab Coordinator (Full-time employee)

- Coordinate Gen Chem 1 & 2 Lab sections (currently, n=24). This includes setting all of the curriculum, formulating exams, and instructing some of the classes. In the fall of 2001 there were 16 lab sections, in the fall of 2002 there were 20 lab sections. This year there are 24 sections. This will surely increases in the future.

- Supervise Teaching Assistants, Adjunct Instructor, and work studies. This includes assigning them weekly tasks, insuring that they know proper safety procedures, and scheduling their weekly lab teaching duties.

- Coordinate the proctoring of exams for General Chemistry faculty members by the teaching assistants. Also coordinate any other help that the faculty member may need in his classroom.

- Organize weekly meeting with the TAs/Instructors. Coordinate lecture and prep the chemicals and supplies for the upcoming weekly labs.

- Responsible for two Gen Chem Lab Rooms (CS212 & CI 214). This includes preping them for the upcoming labs and cleaning them afterwards. Also coordinate all maintenance with Physical Plant for these rooms.

- Ordering all chemicals, glassware, and materials for the Gen Chem 1 & 2 Labs.

- Responsible for inventory of the CS 212 chemical room.

- Responsible for Lab Safety of the General Chemistry Lab Program. Position holder must be certified as a Red Cross CPR and First Aid Instructor. Hold Red Cross CPR and FA classes for all incoming TAs. (move to Safety Officer)

- Coordinate the Lab Waste Management system for all the PALS labs. This involves consolidating and disposing of the various solid and aqueous wastes generated in all labs in Center for Instruction and the Center for Sciences. (move to Safety Officer)
Biomedical Lab Coordinator (Full-time employee)

- Maintain Microbiology and Clinical Lab Science teaching labs, preparatory and storage rooms
- Maintain general, chemical, culture and media inventory (Micro/CLSC)
- Maintain MSDS databases for all chemicals, reagents, and cultures (Micro/CLSC)
- Organize, store and dispose of lab supplies
- Set up lab equipment/supplies for teaching each day
- Monitor lab equipment maintenance and use
- Assign and monitor or perform weekly media and culture prep for teaching labs
- Maintain living and non-living materials for lab sections
- Coordinate student worker selection (Microbiology)
- Supervise student lab workers and teaching assistants (Microbiology)
- Coordinate end-of-semester duties for Biology/Microbiology TAs and student workers
- Schedule media equipment use in labs with Media Services
- Attend lab coordinator’s monthly meetings
- Attend weekly meetings with Microbiology TAs and faculty
- Perform various outreach duties (i.e. give talks and tours to high school students interested in science)
- Perform other duties as assigned
PALS Departmental Safety Officer (Full-time employee)

- Train personnel who teach or work in labs, including faculty, adjuncts, teaching assistants, student lab workers, SURF and/or other summer intern students, on lab safety and equipment use
- Coordinate and present safety briefings for students at the beginning of each semester
- Coordinate and train staff and faculty in hazardous communication
- Train personnel in field trip safety
- Conduct 1st Aid/CPR/AED Training for all lab staff/faculty
- Prepare for all safety inspections (e.g. Fire, Safety, EPA, etc…)
- Coordinate Hurricane Preparation for PALS Department
- Coordinate biological and chemical waste containment and disposal as well as MSDS allocation and maintenance
- Routinely inspect labs for safety compliance and enforce safety regulations
- Represent PALS on the Safety Committee
Departmental Purchaser (Half-time employee)

- Responsible for Research & Teaching overload purchasing
- Purchase and receive lab supplies
- Meet with various vendor representatives to get better pricing for department