



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 3/25/2025
Revised on: 3/25/2025

Job Title	Salary Schedule	Grade	Job No.
Biology Lab Supervisor	E2	03	SS9963
Reports To	FLSA Status	Grant Funded	Tenure Track
Division Chair for Science	Non Exempt	No	Yes

JOB SUMMARY: The Biology Lab Supervisor is responsible for overseeing the daily operations of biology labs across all campuses, ensuring that all lab activities are well-coordinated, safe, and adequately supported. This position includes supervising lab assistants, organizing and maintaining lab inventory, setting up and cleaning labs, coordinating with faculty on lab needs, and preparing materials for microbiology, anatomy, and general biology courses. The supervisor plays a crucial role in supporting faculty, managing lab resources, and maintaining compliance with safety standards.

QUALIFICATIONS:

- ◆ Bachelor's degree in biology or related field from an approved U.S. Department of Education accredited institution **required**
- ◆ One (1) year of experience in managing biology labs required
- ◆ Master's level biology coursework preferred

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Experience with using and maintaining autoclave
- ◆ Excellent oral, written, and interpersonal skills
- ◆ Technical writing experience
- ◆ Good organizational skills
- ◆ Experience with maintaining inventory of lab equipment and supplies
- ◆ Successful problem-solving skills
- ◆ Ability to work independently

DUTIES:

- ◆ Supervises biology labs and biology students as necessary
- ◆ Supervises biology lab assistants
- ◆ Organizes and maintains inventory of biology supplies for general biology, anatomy and microbiology labs at all campuses
- ◆ Coordinates with biology faculty at all campuses to determine lab needs
- ◆ Orders general biology, anatomy and microbiology lab supplies for all campuses
- ◆ Coordinates with faculty in setting up and taking down assigned biology labs in accordance with the design for experiments

- ◆ Assists faculty as needed in the implementation of their biology course lab activities
- ◆ Conducts routine prep work for microbiology labs
- ◆ Conducts routine maintenance of microbiology autoclave
- ◆ Sets up lab for evening instructors at the Gadsden campus
- ◆ Makes sure lab is cleaned and equipment is put away correctly after each lab at the Gadsden campus
- ◆ Assists in setting up, giving, and taking down standardized lab practicals for all biology courses at the Gadsden campus
- ◆ Keeps student lab manuals current and up-to-date
- ◆ Assists faculty in development of new lab activities
- ◆ Maintains computers in biology labs with any needed information and software
- ◆ Maintains required office hours
- ◆ Complies with all policies of the Alabama Community College System and the College
- ◆ Performs other duties as assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Frequent standing, walking, bending, and reaching to prepare, set up, and clean lab materials; ability to move between multiple lab locations as needed
- ◆ **Manual Dexterity:** Regular use of laboratory equipment, including microscopes, autoclaves, and computer systems; ability to handle small tools and lab instruments precisely
- ◆ **Lifting:** Ability to lift and carry lab equipment and supplies weighing up to 40 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills for coordinating with faculty, supervising lab assistants, and instructing students

Work Environment:

- ◆ **Setting:** Primarily in a laboratory environment with exposure to chemicals, biological specimens, and lab equipment; occasional work in an office setting for administrative tasks
- ◆ **Travel:** Occasional travel between campuses may be required to manage lab resources and coordinate with faculty
- ◆ **Schedule:** Standard work hours with occasional flexibility to support evening classes, labs, or events
- ◆ **Interaction:** Regular collaboration with faculty, students, lab assistants, and external suppliers to maintain lab functionality and safety

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date