

Warren Wilson College

Position

POSITION TITLE: Biology/Environmental Studies Lab Supervisor
Full-time, 12-month

DEPARTMENT: Biology and Environmental Studies

REPORTS TO: Vice President for Academic Affairs

POSITION SUMMARY:

The Biology/Environmental Studies Lab Supervisor is responsible for the safe and efficient operation of the Biology/Environmental Studies teaching laboratories. The supervisor will supervise the Biology/Environmental Studies Work Crew and half of the Morse/Witherspoon Cleaning Crew.

SPECIFIC RESPONSIBILITIES:

1. Provide faculty support for classes with help of student crew
2. Organize and inventory lab and field equipment in stockrooms and laboratories
3. Maintain field and laboratory equipment
4. Assist in preparing reagents for labs
5. Assist in setting up equipment for labs
6. Assist in getting equipment ready for field trips
7. Order lab and field supplies for courses
8. Supervise the TA's for General Biology
9. Assist in organization of biological collections (herbarium, insects, etc.)
10. Supervise a tutoring program for Biology courses
11. Maintain building functioning of BIO/ENS spaces in Science Complex
12. Supervise greenhouse and maintain supplies and proper functioning
13. Check labs daily for equipment to be cleaned and/or restocked
14. Make sure each classroom has an overhead projector, chalk, etc.
15. Maintain AV equipment
16. Monitor proper functioning of the Biology computer lab
17. Make sure copier is functioning and supplies (paper, toner) do not run out
18. Make sure other office supplies are stocked
19. Help NSS research students find research space and equipment
20. Maintain first aid kits and other safety equipment in classrooms
21. Maintain energy and efficiency in BIO/ENS spaces and report HVAC problems
22. Report plumbing and other serious infrastructure problems
23. Improve building aesthetics on BIO and ENS floors
24. Put up biologically relevant displays, posters, etc.
25. Maintain student lounge space
26. Maintain display cases and aquaria

27. Monitor building cleanliness in and around the Science Complex and take appropriate steps to handle it
28. Make sure ENS handout center is fully stocked, organized, and cleaned
29. Update bulletin boards and resource table for jobs/internships/graduate schools
30. Maintain good working relationship with Chemistry Department and their crew and crew supervisors
31. Provide administrative assistance to faculty chairs
32. Takes minutes at department meetings, type, distribute and file minutes
33. Keep record of Yarbrough and NCAS winners
34. Keep track of departmental budgets and handle all purchasing and goods received
35. Assist in preparing technical wish list
36. Attend weekly meeting with department chairs
37. Inform students about Yarbrough and NCUR grants and alert them to the respective deadlines
38. Organize senior letters in binders and turn them in by deadline
39. Send announcement to faculty about departmental events
40. Organize end of year celebrations for graduating seniors
41. Supervise, train, and evaluate the student work crew; plan for the utilization of
42. Work crew.
43. Participate in Warren Wilson College committees and functions as appropriate.
44. Perform other related duties as requested.

WORKING CONDITIONS:

1. Must be able to lift up to 40 pounds.

QUALIFICATIONS:

1. Bachelor's degree in biology, environmental studies, or a related field is required.
2. Prior greenhouse and supervisory experience is highly desirable.
3. Knowledge of Biology and Environmental Studies laboratory procedures, including media prep, autoclave use, and operation of basic lab equipment is a must.
4. Some familiarity with OSHA and EPA regulations regarding laboratories are desirable.
5. Microscope skills are a must.
6. Basic computer skills are necessary. Must be familiar with word processing, spreadsheets, databases, and data acquisitions.
7. Ability to supervise a student work crew.
8. Some experience in the basics of instrument repair is required.