

Job Posting

Position	Department	Reports to	FTE	FLSA Class
Research Lab Coordinator	Lilly Center	Asst. Director of Research	1.0	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: Oversee daily operations for Lilly Center’s laboratory research with a high level of quality and accuracy including supervisory oversight of algae, toxin and *E. coli* student teams.

Essential Responsibilities:

1. Supervise Algae, Toxin, and *E. coli* Research teams to ensure adherence to established standards and protocols
2. Assist Assistant Director of Research in setting annual lab performance goals
3. Manage team schedules to ensure efficiency and progress towards research goals
4. Provide training to student team on topics such as testing procedures, standard practices, and safety
5. Lead lab certification efforts including oversight of proficiency testing and all associated record keeping
6. Manage laboratory environment for safety, organization, and cleanliness ensure safe, productive working conditions
7. Manage lab inventory and procurement
8. Oversee lab equipment maintenance and repair
9. Conduct algae counts and assist Phycologist with quality control on student team algae counts
10. Collaborate with the Lilly Center’s Research Technician on sample collection and transfer
11. Assist with effective data management, QC, and reporting
12. Assist Associate Director in project budgeting, expense tracking, and reporting
13. Willingness and ability to foster spiritual growth and discipleship among student team members

Secondary Responsibilities:

1. Conduct short term research projects, literature reviews, process improvement projects, etc. under the direction of the Assistant Director of Research
2. Assist with public outreach including fundraising events, lab tours, providing content for social media, etc.

Supervisory Responsibilities:

Student Level – Responsible for the administrative aspects (hiring paperwork, scheduling, time management, performance management, training) of supervising lab research teams of up to 12 students focused on algae, toxin, and *E. coli* research.

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Research Lab Coordinator	Lilly Center	Asst. Director of Research	1.0	Non-Exempt

Qualifications:

A. Minimum:

1. Four-year college degree in biology, chemistry, environmental science or other closely related field
2. Two years of experience working in a laboratory setting
3. Proficient in the written English language, punctuation, and spelling.
4. Proficient use of computer including a working knowledge of Microsoft Word, PowerPoint, and Excel software programs.
5. Proficiency or demonstrated ability to quickly learn effective use of microscopes, ELISA and *E. coli* tests, and laboratory equipment
6. Conduct work with a high level of accuracy and attention to detail
7. Knowledge of laboratory safety protocols and procedures
8. Ability to work independently and as part of a team
9. Strong Christian faith, commitment and volunteer service experience.

B. Preferred:

1. Two years lab management/supervision experience
2. Advanced knowledge of algae identification and *E. coli*/toxin testing procedures

Status: Full Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 10/1/2024