



Job Specification

Job Title: Laboratory Coordinator
BCAT Code: 472X AA
Pay Grade: G13

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Coordinates and supervises the work of students and lower level employees within a laboratory.

Examples of Duties

- Teaches laboratory classes including testing and grading.
- Provides individual instruction to students.
- Supervises students working within the laboratory.
- Monitors the laboratory budget.
- Manages supplies and equipment used within the laboratory.
- Schedules laboratory hours of operation.
- Supervises and trains laboratory assistants.
- Designs new experiments.
- Prepares laboratory manuals.
- Assists faculty in teaching and conducting laboratory procedures.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of research methods and procedures.
- Knowledge of equipment used in laboratories such as telescopes, microscopes, etc.
- Effective oral and written communication skills.
- Ability to train others.
- Ability to lift or move equipment used within the laboratory.

Minimum GSU Hiring Standards

Master's degree in the assigned research area; or a Bachelor's degree in the assigned research area and two years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.