

LAB SUPERVISOR (PT)
Job Description

CATEGORY: INSTRUCTIONAL SUPPORT
POSITION STATUS: PART-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 52
REPORT TO: ASSOCIATE VICE PRESIDENT OF INSTRUCTION - ACADEMIC
REVIEWED DATE:

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Supervises a student instructional laboratory operation to support instructional effectiveness and student academic achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates and supervises the daily operations of assigned lab(s) including: room scheduling; scheduling of personnel and required lab coverage, training of new personnel assigned to the labs, including student workers.
- Identifies, plans, evaluates, interprets, and implements materials and activities to attract, maintain and serve students/potential students, and to provide service and materials to lab faculty.
- Keeps detailed reports of assigned activities.
- Maintains accurate student and other records as required by law and by TSC policies and procedures, including student's performance, as applicable.
- Assists in planning, preparing, and developing various teaching aids and materials.
- Previews, orders and maintains inventories of equipment, inventory records and an accurate accountability for all supplies, materials, equipment and software.
- Maintains software on lab computers and serves as liaison with the Information Systems staff.
- Serves as liaison with online tutoring vendor and serves as primary administrator for online tutoring services.
- Assists the Associate Vice President of Academic Success with grant activities that pertain to academic support.
- Troubleshoots equipment problems to determine cause and advises appropriate person of malfunctioning equipment.
- Assists students with equipment operation, in improving academic achievement by clarifying learning problems, reviewing class material, and discussing the course materials.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Provides secretarial duties for program bids and purchase orders and program recordkeeping for files.
- Trains and supervises part-time employees assigned to the laboratory.
- Designs and implements sound operational policies and procedures for the laboratory.

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- Evaluates effectiveness of operational policies and procedures.
- Keeps regular and accurate records and prepares reports regarding tutoring sessions and lab usage.
- Assists in the preparation of workshops and materials to enhance course assignments.
- Provides feedback for instructors where applicable.
- Attends the workplace regularly as per the defined work schedule and reports to work punctually.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of Texas Southmost College.
- Completed courses in the specialized field or equivalent knowledge, as applicable.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to communicate effectively, both orally and in writing, in a diverse, multi-cultural community environment.
- Excellent customer service and interpersonal skills.
- Experience working with computerized systems.
- Ability to handle sensitive and extensive confidential data.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to concentrate on detailed tasks during numerous interruptions.
- Ability to perform and excel in a high-tech all-digital environment.
- Some instructional areas may require a greater degree of knowledge based on instructional programs or knowledge of safe use and disposition of hazardous chemicals.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university.

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- Two (2) years of work experience in an educational environment related to teaching, tutoring, counseling or supervising a laboratory in an educational environment.
- Experience utilizing technology, including using a personal computer, a variety of software and hardware, and related administrative software applications.
- Supervisory experience.

PREFERRED EDUCATION AND EXPERIENCE

- Bilingual in English-Spanish.

CERTIFICATES AND LICENSURES

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a bachelor's degree from an accredited college or university?
 - Yes
 - No
3. *Do you have two (2) years of work experience in an educational environment related to teaching, tutoring, counseling or supervising a laboratory in an educational environment?
 - Yes
 - No
4. *Do you have experience utilizing technology, including using a personal computer, a variety of software and hardware, and related administrative software applications?
 - Yes
 - No
5. *Do you have supervisory experience?
 - Yes
 - No
6. Are you bilingual in English-Spanish?
 - Yes
 - No