

The College Job Description

Title	Teaching Laboratory Support
Job Classification	Teaching Support, Sr. Analyst – AATCSP2N
Department	Biological Sciences Collegiate Division
Reports To	Megan McNulty, Associate Senior Instructional Professor Oscar Pineda-Catalan, Assistant Senior Instructional Professor
Hours Per Week:	37.5
Date:	5/17/22

About the Unit

The Biological Sciences Collegiate Division (BSCD) is the home to the biological sciences and neuroscience curriculum for undergraduates at the University of Chicago. The BSCD offers a Bachelor of Arts and a Bachelor of Science in Biological Sciences or Neuroscience and several courses that comprise a general education program for non-majors. Our courses are taught by faculty from 22 basic science and clinical departments in the Biological Sciences Division, and by dedicated BSCD instructional professors.

Job Summary

The Teaching Laboratory Support reports to the Senior Instructional Professors and assists in preparing and developing laboratory exercises for undergraduate biology courses associated with the general education curriculum and neurosciences courses for the major. Throughout each quarter, follow various lab protocols, order supplies for planned laboratory exercises, prepare materials for labs, set-up equipment daily/weekly for use in laboratory exercises, and provide assistance to the team of Teaching Laboratory Support staff as needed, in courses other than those specifically assigned.

Responsibilities

- Prepare materials for student labs
- Organize, set up, and maintain laboratory spaces for daily/weekly laboratory exercises
- Maintain inventories of equipment and supplies. Work with other teaching lab support personnel to keep common prep spaces organized and neat.
- Assist lab director in development of new exercises for student labs in biodiversity, cell biology, genetics, neuroscience, and developmental biology.
- Maintain cell culture lines and living organisms (for example, *Drosophila*, *C. elegans*, *Hydra*), depending on the course needs.
- Train and supervise lab teaching assistants and undergraduate lab support
- Other course support as assigned
- Instructs students, staff, and faculty in the operation of laboratory or classroom equipment. Promotes safety in handling equipment and/or materials.
- Recommends improvements on existing demonstrations. Assists with creating manuals, syllabi, and other instructional materials. Maintains and documents the use of demonstration equipment or materials.
- Performs other related work as needed

Education, Experience, and Certifications

Minimum requirements include a college or university degree in related field.

Minimum requirements include knowledge and skills developed through 2 – 5 years of work experience in a related job discipline

Preferred Qualifications

Education:

- Bachelor's degree in a biological science or chemistry

Experience:

- Two years prior work experience in a biological science lab
- Experience in molecular and cellular biological techniques, microscopy, and handling live cultures

Technical Knowledge or Skills:

- Proficiency in MS Word, Excel, and Outlook
- Proficiency in Mac and PC environments

Preferred Competencies

- Ability to work well with faculty, staff, and students
- Ability to handle multiple concurrent tasks in a competent and professional manner while also meeting deadlines
- Ability to work effectively with supervision and as a part of a team, individually or while taking directions from others
- Ability to handle stressful situations
- Ability to multi task
- Critical thinking skills
- Problem solving skills
- Ability to work independently
- Attention to detail

Working Conditions

- Office environment
- Fast-paced environment
- Ability to lift up to 30 lbs.
- Ability to push carts with up to 50 lbs. of material
- Ability to sit at a computer for 2-4 hours
- Periodic walking to other campus locations
- Climbing up to 5 flights of stairs

Application Documents

- Cover letter, which is to include your interest in this position
 - Resume, explicitly mentioning what molecular and cellular biological techniques the candidate has experience running.
 - List of references
- NOTE: When applying, all required documents MUST be uploaded under the **Resume/CV** section of the application.

The statements above are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

Employee's Signature

Date

Supervisor's (or Division's Rep) Signature

Date

