

Earth Science Laboratory Coordinator

Job Number: 1701016

Faculty / Division: University of Toronto Mississauga

Department: UTM: Chemical and Physical Sciences

Campus: Mississauga

Description:

Reporting to the Manager, Finance and Operations in the Department of Chemical and Physical Sciences, and under general direction from the Chair, works independently in the Earth Science labs. Responsibilities include: set-up and take down of lab experiments; ordering of supplies, instruments and equipment needed for teaching labs; demonstrating equipment, procedures and techniques to students and teaching assistants (TAs); ensuring proper inventory and storage of fossil and mineral collections, equipment and supplies; ensuring the safety of students in the labs and field at all times; and other related duties as communicated by Faculty or the Manager.

In addition, the individual researches and implements new laboratory and field exercises in collaboration with professors; modifies existing procedures and rewrites protocols; conducts complex and specialized laboratory and field exercises including the development of new or modified techniques to test procedures; assembles, tests, calibrates and repairs specialized scientific apparatus; implements safety policies and procedures within the laboratories; organizes and supports field experiences for students. Coordinates moves or renovations to laboratory space and equipment.

The Earth Sciences Laboratory Coordinator writes new lab manuals and field guides and edits existing ones as appropriate, and assists in creating virtual field trip experiences.

Qualifications: (Minimum)

Education: M.Sc. in Earth Science or related discipline, or equivalent combination of education and experience.

Experience: Minimum three (3) years' experience in an Earth Science lab environment. Experience in creating, modifying and troubleshooting laboratory exercises is required. Ability to troubleshoot and repair laboratory and field equipment is required. Experience coordinating repairs on laboratory equipment. Instructional, field and GIS (Geographical Information System) experience are required. The individual must be trained in first aid and basic safety techniques to ensure the safety of all the labs and field experiences. Experience coordinating laboratory activities and scheduling workflow is required. Experience purchasing lab equipment and supplies is required.

Skills: Ability to set up laboratory exercises using GIS and other software, maps, physical samples, microscopes and other Earth Science laboratory equipment, to design experiments, and to organize and support field experiences; ability to identify samples and catalog, curate, and maintain collections. Experience with Blackboard or comparable applications; experience with specialized data acquisition/analysis software such as Excel, ArcGIS and Matlab; valid driver's license and experience driving a vehicle in the field.

Other: Good organizational and prioritizing skills. Ability to work independently as well as in a team. Good multi-tasking skills with accuracy and attention to details. Ability to research and assimilate new ideas and methods. Demonstrated initiative, reliability and good judgment. Good manual dexterity. Ability to work effectively under pressure and to meet deadlines. Excellent communication skills, ability to liaise with students, faculty staff and vendors.

Travel: None

Employee Group: United Steelworkers (USW)

Appointment Type: Budget - Continuing

Schedule: Full-time

Pay Scale Group and Hiring Rate: USW Pay Band 12 -- \$64,440 with an annual step progression to a maximum of \$82,408. Pay scale and job class assignment is subject to determination pursuant to the Job Evaluation/Pay Equity Maintenance Protocol.

Job Field: Research & Teaching

Job Posting: Jun 26, 2017

Job Closing: Jul 16, 2017

We will only be accepting online applications. Interested applicants should apply online at:

<https://utoronto.taleo.net/careersection/10000/jobdetail.ftl?job=1701016>