



TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Laboratory Coordinator Biology/Chemistry
[Position Summary:](#)

Laboratory Coordinator will work with the Activity Director of Title III, the Natural Sciences Division Dean and the Chairs of the Chemistry and Biology departments to:

- Monitor all phases of the lab for Chemistry and Biology.
- Make sure all supplies needed are available to faculty, staff and students
- Maintain the upkeep of all equipment
- Monitor the safety of all equipment
- Produce and submit records of the number of students that use the lab on a quarterly basis.
- Assist in program execution or revision to address student needs in the lab
- Develop and oversee mechanisms designed to help students learn, persist, excel and graduate through the Division.
- Submit Time and Effort Forms to the Activity Director on a monthly basis
- Submit a Quarterly Report to the Activity Director on a quarterly basis
- Assist in conducting learning sessions for students that need further assistance in Chemistry and/or Biology

Related, similar and other logical duties will be performed as required.

[Experience/Qualifications:](#)

Bachelor's degree in biology or chemistry
Interest in working with students and faculty
Interest in laboratory procedures and preparations.

[Date of Position Opening:](#) Beginning Sept. 1, 2008

[Application Deadline:](#) Applicants will be evaluated until a suitable candidate is found.

[Salary:](#) Salary is negotiable, dependent on qualifications and skills. This is a ten-month position.

[Send fax to:](#) Tougaloo College

**Attention: Director of Human Resources
(601) 977-7866**

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS; MEDICAL CONDITION, DISABILITY; OR ANY OTHER LEGALLY PROTECTED STATUS.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY EMPLOYER

HR10/10/05