

## Laboratory Coordinator

Quest University Canada seeks a full time Laboratory Coordinator to support the lab-using faculty in the delivery of lab-based academic programming. The Coordinator is responsible for supporting logistical, technical, and safety aspects of laboratory activities; coordinating the use of consumables and general inventory; purchasing of laboratory consumables and equipment; managing and submitting chemical and biological waste; assisting in the writing of operational reports and lab procedures. The Laboratory Coordinator may have the opportunity to collaborate with faculty in designing and implementing new laboratory activities or research projects. This role reports to the Manager, Academic Administration.

### Requirements

- A Bachelor of Science degree or laboratory science technical diploma or an equivalent of education and experience;
- Experience conducting laboratory experiments in physical or life sciences;
- Supervisory experience;
- Knowledge of lab related safety programs;
- Impeccable attention to detail and accuracy, with a high level of responsibility; and
- The ability to work independently, as well as part of a team, with ongoing change.

### Essential Functions

- Support the faculty Lab Committee in ensuring laboratory safety.
- Support the development and implementation of policies, standards, and practices for the labs, and the maintenance of the laboratory operations manual.
- Support the development and administration of lab user contracts with students, and provide ongoing oversight of lab use by Quest students, employees, and third parties.
- Attend regularly scheduled Lab User meetings.
- Manage laboratory inventory and budget.
- Maintain lab equipment and infrastructure.
- Monitor scheduling of shared lab spaces and infrastructure.
- Ensure that the laboratory spaces are cleaned, set up for programming, and reset after any academic programming.
- Perform a comprehensive annual inventory of the Laboratory chemicals and equipment, including verification that equipment is functional.
- Handle the repair or replacement of broken equipment with the support of the faculty Lab Committee.
- Work with the faculty Lab Committee to improve the functionality of the laboratory spaces and develop improved methods of communication among lab users.

Quest is an independent, not-for-profit liberal arts and sciences university that opened in 2007. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary and a dynamic workplace. For more information about Quest, visit us online at [www.questu.ca](http://www.questu.ca).

To Apply: Email a cover letter and your resume in pdf format to [human.resources@questu.ca](mailto:human.resources@questu.ca)

Closing date: December 11, 2018, or until the position is filled.

Start date: January 2019

*All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.***