**JOB DESCRIPTION**

**Laboratory Coordinator-School of Engineering**

**Definition of Class**
This is a professional position which is responsible for coordinating the daily functions of education and research labs in the department at the School of Engineering. This position also acts as a technical resource person for students engaged in class laboratory projects. Incumbent reports to the department head.

**Examples of Work Performed**
Ensures that all equipment in the teaching labs is functioning properly; makes arrangements for repair or replacement.

Interacts with faculty and upgrades labs as needed.

Maintains repair parts inventory; processes purchase orders for procurement of repair parts.

Maintains inventory of departmental equipment.

Offers hardware and software support for faculty and students.

Assists and troubleshoots projects by helping students build instruments and circuits; orders parts or supplies as needed.

Creates preventive maintenance schedules and work details.

Coordinates and participates in the technical training of students, as needed.

Implements policies, procedures and standards for the operation of the department labs.

Evaluates computer and data communication equipment and renders opinions on effectiveness in resolving certain technical requirements and meeting certain specifications.

Establishes specifications standards for computer systems and peripherals, and data communication systems.

Responds to request to participate/assist in community outreach programs/activities for the University of Mississippi and area schools.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates the daily functions of the laboratories in regards to equipment repair, replacement, or ordering parts.
2. Interacts with faculty and make recommendations for upgrades in the lab as needed.
3. Assists students, as well as, troubleshoots projects for students.
4. Offers hardware and software support for faculty and students.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

  Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

  Vision: Requirements of this job include close vision and color vision.

  Speaking/Hearing: Ability to give and receive information through speaking and listening.

  Motor Coordination: While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle, or feel and reach with hands or arms. The incumbent is periodically required to sit. The incumbent is occasionally required to stand; walk; stoop, kneel, crouch or bend; and lift or carry.

Experience/Educational Requirements:

  Education:  Associate’s Degree in Technology or related field from a college or university.

  AND

  Experience:  Two (2) years of experience related to the above described duties.

  Substitution Statement:  Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.”

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.