Laboratory Coordinator

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Position covered by the Collective Agreement with USW Local 4120

Laboratory Coordinator

Animal Biosciences

Hiring #: 2021-0253

Please read the Application Instructions [1] before applying

The Department of Animal Biosciences teaches approximately 4,200 undergraduate students annually over the fall and winter semesters. Reporting to the Administrative Officer, this position will be responsible for the coordination and operation of the laboratory portions of a number of the large undergraduate courses. The Laboratory Coordinator will also provide support for the design, development and implementation of the department’s communication strategy including web pages and Digital Signage, and for providing assistance with teaching and research web pages.

Requirements of the position include:

- A M.Sc. degree in Animal Biosciences, Animal Science, Animal Biology or related field combined with laboratory experience; or an equivalent combination of education and experience
- Experience teaching and interacting with undergraduate students in a small and large group setting
- Experience supervising Teaching Assistants
- Strong initiative and excellent leadership, cooperation, time management, organization, communication, and interpersonal skills
- Able to troubleshoot and problem solve
- Working knowledge and experience with a variety of lab equipment and tools, lab techniques, and live animals
- Experience with and understanding of safe chemical and radioisotope handling procedures
- Knowledge of UoG Content Management System Drupal and CampusPress; experience with HTML and CCS
- Knowledge of and creating content for Digital Signage software(Tightrope Carousel)
- Knowledge of social media platforms and associated legislation and guidelines: Accessibility for Ontarians with Disabilities Act (AODA) and tools to reach web and document compliance
- Knowledge of UoG Brand guidelines: proficiency with graphic design software and knowledge of print production.
- Knowledge of video & image editing
- Proficiency with common software packages including word processing, spreadsheets, presentations

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Position Number 108-205
Classification USW, Local 4120 Salary Band 7*
Salary Range $29.78 Minimum
$33.25 Normal Hiring Limit
$40.25 Job Rate

*Tentative evaluation; subject to committee review.
At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 06 14
Closing Date: 2021 06 21

Page category: Current Opportunity [3]

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Links
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