

YUKON UNIVERSITY
POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1951

Headquarters: Ayamdigut Campus

Position Title: Laboratory Coordinator

Supervisor's Title: Manager, Research & Scholarly Activity Services

Division: Research Services Office

Date Description Updated: August 2025

PART II - SUMMARY (broad statement of why the position exists)

Reporting to the Manager, the Laboratory Coordinator position at Yukon University is involved in providing technical, coordination, and supervisory support to university laboratories. This multifaceted role consists of ensuring the smooth daily operations of designated laboratory spaces, including coordinating tasks and operations in compliance with safety protocols, managing inventory, supplies, and equipment and effectively supporting research teams and academic program leads. Additionally, the position may conduct technical research activities to support active research teams. The Laboratory Coordinator facilitates efficient and effective laboratory operations, supports research endeavours, and fosters a safe and productive environment for students, staff, and faculty.

A. Duties and Responsibilities

Major Function - the most critical activity or responsibility required (describe what is done, why it is done, and how it is done):

- 1. Provide technical, coordination and lab supervisory support to Yukon University laboratories by:**
 - a) Supervise the daily operations of a designated laboratory, including the laboratory needs of multiple lab users.
 - b) Coordinate daily tasks and operations in the lab while adhering to safety protocols
 - c) Summarizing complex information into language accessible to diverse user groups.
 - d) Developing promotional materials and guidelines, employing effective verbal and written communication, interpersonal, organizational, and online research skills.
 - e) Taking the initiative to solve problems in an interdisciplinary environment to ensure the smooth flow of operational activities.
- 2. Lab coordination**

- a) Coordinate inventory, supplies, and equipment across departments, including ordering necessary laboratory items. Maintain organization in the stockroom and storage areas to ensure efficient access to materials.
- b) Collaborate effectively with the research teams, academic program leads, and other departments as necessary.
- c) Coordinate and maintain assigned laboratory spaces, security, and safety of laboratories, laboratory equipment, supplies, and materials.
- d) Review existing procedures and develop draft space and equipment use plans or standard operating procedures.

3. Research Equipment and Related Activities

- a) Utilize a comprehensive understanding of research priorities and workflow to make informed decisions and adapt laboratory protocols as needed on a case-by-case basis by thoroughly understanding the research principles, priorities, and workflow on a case-by-case basis.
- b) Conduct tests and analyze data collected or received from different sources or other institutions.
- c) Develop or select advanced research methods and protocols to achieve research objectives and contribute to these research activities.
- d) Readily support researchers on short notice.
- e) Maintain laboratory equipment and work spaces through regular preventive maintenance.
- f) Implement quality control procedures for equipment and promptly address any anomalies, providing updates to the supervisor.
- g) Perform laboratory tests to produce reliable data supporting research activities.
- h) Troubleshooting and maintenance of laboratory materials and equipment, including demonstrating the use of experimental techniques and the operation of analytical equipment as well as training users on equipment usage.
- i) Maintain detailed records for student practical sessions, method tracking, and results.
- j) Monitor the various activities of researchers, such as students and other research employees, working in the lab.

4. Procurement and Financial

- a) Perform cost and benefit analyses and make procurement recommendations for research needs on a case-by-case basis.
- b) Prepare and maintain equipment service contracts and negotiate favourable terms and agreements with suppliers and vendors.
- c) Track expenditures and provide data for lab budget estimates.
- d) Manage purchase orders and ensure timely delivery of materials and supplies.

5. Safety

- a) Coordinate, deliver and document lab user orientation and safety training.
- b) Observe all health and safety protocols. Ensure all safety and quality standards are achieved, and train new lab users as necessary (e.g., WHIMS, Lab orientation, etc.).
- c) Coordinate hazardous waste disposal, including the development of procedures for disposing of hazardous materials and waste, while ensuring compliance with YukonU safety guidelines, environmental regulations (EPA and CEPA), and other standards as needed.
- d) Monitor and ensure all lab users follow safety guidelines and best practices while in the lab, conducting experiments, or handling equipment.

Approximate percentage of job time above functions are performed: 90%

6. Other Principal Activities or divisional activities, in order of importance (describing for each what, why, and how, an approximate percentage of job time required, rounded off to the nearest 5%)

- a) Represent YukonU to other institutions and agencies
- b) Ensure projects are operated per the goals of Yukon University
- c) Contribute to the University as a whole through participation in University committees and general meetings as assigned.
- d) Contribute to data collection for relevant Yukon University metrics and performance indicators.
- e) Performs other related duties as required;

Approximate percentage of job time above functions are performed: 10 %

7. Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position:

Approximately six (6) months.

B. Problem-solving and decision-making

1. a) **List any sections of Acts, Regulations, and Policies or Procedures the incumbent must be fully familiar with to perform the position's functions:**

Relevant sections of Yukon University Policies & Procedures Manual, Yukon University, Academic Regulations, OH&S, WHMIS, WCB, lab safety

- b) **Is the position responsible for interpreting, administering, or enforcing the above? If yes, explain.**

Ensuring programs are operated per the goals and policies of Yukon University and the other principal partners.

Interpret and administer health and safety-related procedures and ensure lab users follow these procedures.

2. a) **Describe the kinds of recommendations the incumbent is regularly required to make and to whom:**

Suggestions for improved services changes to procedures, equipment maintenance, and disposal, cost-saving/cutting measures, recommendations regarding safety provisions and occupational health and safety conformity.

- b) **Who normally makes the final decisions concerning those recommendations?**

Supervisor

3. a) **Describe the kinds of final decisions regularly made for which the incumbent is held accountable.**

Final Decisions regularly made include purchases/spending within delegated limits following approved spending plans, setting priorities among work tasks, equipment maintenance, and applying OH&S standards.

- b) **What is the direct impact of those decisions?**

Failure to perform duties will compromise the integrity of results, teaching and research opportunities, and Yukon University's reputation and may result in occupational health and safety risks.

C. Freedom to Act

1. **Describe how this position receives direction:**

- Direction is received weekly or as necessary from Supervisors.
- Periodic meetings with relevant departments and divisions.

2. **What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position?**

See B. 1 a)

3. **How is the work of the position normally checked or evaluated?**

Yearly performance reviews; ongoing feedback from supervisor; feedback from peers and other staff.

4. **What types of decisions are normally referred to the supervisor? (Give examples)**

Decisions include expenditures beyond delegated limits, unprecedented changes to work procedures, work priority conflict, unusual queries or concerns from students, staff, or the public, and significant operations and maintenance of laboratory equipment.

D. Financial Accountability

1. a) **Annual Budget (for the unit under the direct control of the position):**

| | |
|-------------------------------------|----|
| Fiscal year: | \$ |
| Annual payroll: | \$ |
| O/M Budget (excluding payroll): | \$ |
| Capital Budget (excluding payroll): | \$ |
| Revenues: | \$ |
| Recoveries: | \$ |

- b) **Who prepares this budget?**

Supervisor with Laboratory Coordinator and Divisional Budget Officer

- c) **What is this position's accountability for budget once allocated?**

Accountable for spending within designated signing authority according to the agreed plan.

- d) **Does the position have the authority/ability to reallocate resources? (describe)**

Not unless approved by supervisor/s.

- e) **Signing authority levels:**

Requisition for purchases within the amount (\$2,000) approved under University Policy and payroll following approved spending plans.

E. Management Supervision of Human Resources

 x 1. **No direct supervisory duties.**

 2. **Supervisory duties.**

a) **Number of positions supervised directly:** Permanent

Aux/Casual _____

b) Nature of supervision: (check any of the following supervisory tasks that are to be performed regularly):

- a) _____ Show colleagues how to do tasks
- b) _____ Train other employees in work procedures
- c) _____ Assign work and review for quality/quantity
- d) _____ Establish work priorities and schedules
- e) _____ Change duties and responsibilities
- f) _____ Participate with supervisor in employees' performance evaluations, or formally appraise employees' work performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
- g) _____ Recommend appointment or rejection upon completion of a probationary period
- h) _____ Interview employees with attendance or performance problems
- i) _____ Act as the first formal step in the grievance procedure
- j) _____ Interview candidates for vacant positions in the unit
- k) _____ Give opinion to supervisor on the selection of new employees, or make final decision on selection of new employees
- l) _____ Other (describe)

F. Key Personal Contacts

| <u>Who (what positions or groups)</u> | <u>Purpose</u> | <u>Frequency</u> |
|---------------------------------------|---------------------|------------------|
| Supervisors | Consultation | Daily |
| Staff | Support/Advice | Daily |
| Students | Support | Daily |
| General Public | Information | Occasional |
| Other University Staff | Information | Daily |
| Agencies | Information | Weekly |
| Other Universities | Program Information | Occasional |

G. Tools, Equipment, or Machinery Used

| <u>Name</u> | <u>Purpose</u> | <u>Percentage of Time</u> |
|---------------|--|---------------------------|
| Computer | Word Processing, e-mail, spreadsheet, database, electronic calendar, Banner, and Internet search | 45% |
| Lab Equipment | Calibrate, test, and maintain | 40% |
| Telephone | Communications | 10% |
| Photocopier | Copying | 5% |

H. Working Conditions

Describe any adverse conditions that are expected in the job.

a) Describe weights lifted:

| <u>Type</u> | <u>How Heavy</u> | <u>Percentage of time</u> |
|----------------------------------|------------------|---------------------------|
| Equipment, materials, & Supplies | up to 20kg. | 20% |

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, and driving) are required?

| <u>Type</u> | <u>Percentage of time</u> |
|------------------|---------------------------|
| Standing/walking | 45% |
| Sitting | 40% |
| Lifting | 15% |

c) Describe any physical hazards present:

| <u>Type</u> | <u>Percentage of time</u> |
|--|---------------------------|
| Dust, fumes, noise | 10% |
| Work with laboratory equipment and apparatus | 60% |
| Working with chemicals and other laboratory agents | 30% |

d) Describe special physical conditions leading to discomfort:

| <u>Type</u> | <u>Percentage of time</u> |
|------------------|---------------------------|
| <u>50%travel</u> | |

Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, or pull light to moderate amounts of weight; to operate office, laboratory, and electronic equipment requiring repetitive hand movement and fine coordination, involves the wearing of personal protective equipment, including safety glasses or goggles, lab coats, rubber or plastic gloves, respirators, or face shields.

e) Interpersonal Conditions: Check any of the following conditions, which are expected in the job, and give examples:

- ☐ High level of dissatisfied clients
- ☐ High level of emotional clients, e.g., students having financial/personal problems
- ☐ Potential physical abuse from clients
- ☒ Regular critical deadlines, e.g. short notice on workshop/travel schedules requiring booking of vehicles, obtaining supplies,
- ☐ High level of irregular critical deadlines
- ☒ Constant interruptions, e.g., telephone and walk-in clients
- ☒ Instructions from more than one source, e.g., instructions from the Director and area staff
- ☒ Students or staff under work-related stress, e.g. students with financial/personal problems

Examples in support of the above:

Maintaining or fixing equipment under deadlines so that classes or experiments can be completed on time.

f) Travel Required

| | | |
|----|--------------------------------------|--------|
| a) | Average number of trips annually | 0 to 1 |
| b) | Average number of days per trip | 0 |
| C) | Average distance per trip | 0 |
| d) | Most frequent mode of transportation | Air |

I. Organization Chart

- Complete the portion above the dashed line whether the position supervises or not.
- Complete the portion below the dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: Manager, Research & Scholarly Activity Services
Classification Level: BU10

PEER POSITIONS: (all those reporting to the same immediate supervisor)

Title: Administrative Assistant
Classification Level: BU05

Title: Research Ethics Coordinator
Classification Level: BU08

Title: Grant Facilitator and Research Engagement Coordinator
Classification Level: BU08

SUBORDINATE POSITIONS: N/A

| | | | |
|-------------|------------|----------|------------------|
| PART | III | – | SIGNATURE |
|-------------|------------|----------|------------------|

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

.....
Dean/Director or Designate

Date:

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities assigned to my position.

Date:

.....
Incumbent

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

- A bachelor's degree in science focusing on chemistry and at least 2 years of work experience in a laboratory.
- Demonstrated ability to coordinate activities in an assigned laboratory.
- Knowledge of laboratory equipment, including safety protocols, best practices, electronic and mechanical equipment maintenance and repair techniques.
- Methods and procedures for preparing instructional and research materials in appropriate laboratories.
- Excellent communication and interpersonal skills to guide students and staff and to convey technical concepts and work with team members.
- Understanding of operational characteristics of laboratory apparatus, equipment, and materials in assigned laboratory and subject area.
- Familiarity with occupational hazards and standard safety practices, including methods and techniques used to dispose of hazardous chemicals.
- Ability to read and understand technical manuals, instructions, and protocols
- Follow principles and procedures of record keeping and filing.
- Comprehension of basic inventory and purchasing processes and procedures.
- Extensive experience using computers and software such as Microsoft Word, Excel, and PowerPoint.
- Strong organizational ability and ability to develop organizational systems.
- Ability to communicate effectively both orally and in writing.
- Ability to work within a diverse and busy team.
- Strong ability to work independently and under pressure.
- Strong ability to analyze and solve problems systematically.
- Ability to plan and organize activities.
- Sensitivity to cross-cultural issues.
- Ability to provide exceptional support and service to the University community.
- Demonstrate creativity and initiative in problem-solving.
- Strong team player.

B. Licenses, Certificates Required - Give the title and section of any legislation, regulations, or other authority where applicable.

- Class 5 Drivers license
- WHMIS
- Health & Safety Certificate
- First Aid Certificate

- C. Other skills and/or knowledge that may be desirable but not necessarily essential to performing the position's duties.

PART V – UNIVERSITY SIGNOFF

Comments:

I approve this position description as representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

.....
Director, Human Resources Services

.....
University President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:

Knowledge and Skills:

Accountability:

Mental Demands:

Working Conditions:

Total Points:

Pay Level: