

IDENTIFICATION

Job Title:	Laboratory Technician	Division:	Research Services Office
Title of Immediate Supervisor:	Manager, Research & Scholarly Activity	Position Number:	YC1974
Headquarters:	Ayamdigut Campus	Effective Date:	October, 2025

Purpose of the Role

The Laboratory Technician provides support services to Yukon University's research laboratories and biodiversity collections. This position plays an important role in working closely with the Laboratory Coordinator to ensure the safe and efficient operations of lab facilities for researchers at the University. The Laboratory Technician also maintains and promotes research collections, with a primary focus on the herbarium.

Key Responsibilities

The key responsibilities of the Laboratory Technician include:

- providing technical and coordination support to Yukon University laboratories and research collections
- ensuring the safe operation and use of lab equipment and supplies, including communicating about occupational hazards and standard safety practices
- providing or facilitating mechanical equipment maintenance and repair
- preparing instructional and research materials for use in the laboratory and collection environment
- facilitating and promoting the use of the laboratory and collections for researchers, faculty, and students
- maintaining organized and efficient operations of the laboratories, collections and surrounding areas, including excellent record keeping
- digitization of biodiversity collections, including database entry and imaging
- herbarium collection oversight, including specimen preservation, facilitating loans, archival preparation and mounting, filing and georeferencing, and
- fostering herbarium-related collaborations and projects within the University.

People Leadership

The Laboratory Technician does not have any direct supervisory duties. The role requires showing colleagues and students how to perform tasks and training other staff members and students in various procedures. The Laboratory Technician leads the daily operations on research collections, primarily the herbarium. Occasionally the Laboratory Technician arranges technical support for herbarium operations, requiring the coordination of student work placement program and volunteers.

JOB ELEMENTS

Decision - Making

The Laboratory Technician is expected to exercise independent judgment in the performance of daily duties. They also must work with the Laboratory Coordinator to determine the best methodology to carry out analysis and guide lab users accordingly. While the Laboratory Coordinator will typically make decisions involving how to best solve problems that arise with lab equipment, supplies and usage, as well as decisions on organizational approaches and application of organizational health and safety procedures, the Laboratory Technician should be able to make these decisions in the absence of the Coordinator and regularly work together to reach decisions. The Laboratory Technician is expected to make decisions involving time management and workload prioritization. The Laboratory Technician makes recommendations to the Laboratory Coordinator and/or Manager on procurement of laboratory supplies and equipment, as well as potential service

improvements, changes to procedures and cost efficiencies. They also advise lab users on best practices and safety and security protocols. Poor decision making could result in compromising the integrity of results and research opportunities, damage to the reputation of the University, and/or posing occupational health and safety risks.

Communication and contacts

This role requires regular, daily communication and interactions with the users of the laboratory. Frequent written and verbal communication takes place with other staff members, University community members and the supervisor. Comfort and skills in speaking with small groups of people is required to communicate lab protocols and showcase the collections to internal and external interest groups. Strong interpersonal skills are needed to explain safety protocols and procedures and provide instruction on equipment. This role may also require liaising as needed with external vendors and partners to address issues that arise with laboratory equipment or facilities, as well as building relevant community partnerships to facilitate the ongoing maintenance of the research collections.

Knowledge and Experience

The required knowledge and experience include:

- a Bachelor of Science degree, ideally specializing in chemistry or botany
- experience and/or strong interest in natural history and maintaining collections, especially in relation to plants
- experience working in a laboratory setting
- strong organizational and record-keeping skills, with keen attention to detail
- familiarity with working with lab equipment and strong knowledge of related safety procedures
- comprehension of inventorying, receiving and stocking materials, supplies and equipment for a laboratory use including the disposal of obsolete and broken equipment and supplies
- demonstrated experience conveying technical concepts and guidance to lab users and other audiences, including instruction on the proper use and care of laboratory materials and equipment
- ability to conduct or assist with electronic and mechanical equipment maintenance and repair
- proficiency in reading and understanding technical manuals, instructions and protocols
- extensive experience using computers and software such as Microsoft Word, Excel and PowerPoint
- ability to plan and organize activities and presentations
- understanding of occupational hazards and standard safety practices, including methods and techniques used in handling and disposing of hazardous chemicals
- ability to adapt and problem-solve while working independently
- experience preparing and handling sensitive specimens and samples
- cross-cultural awareness and the ability to work within a diverse and busy team
- previous experience in plant identification, collections and database management, GIS software, digitization procedures and research experience are assets, as well as knowledge of botanical nomenclature and plant conservation issues.

WORKING CONDITIONS

Specific Working Conditions & Requirements

This position requires the ability to lift equipment and supplies up to 20kg. Working conditions include interacting with chemicals and other laboratory agents, and at times dust, fumes, specimen debris and noise. The Laboratory Technician must have sufficient physical ability and mobility to work in a laboratory setting, which includes:

- standing or sitting for prolonged periods of time
- occasionally stooping, bending, kneeling, crouching, reaching and twisting to perform work duties
- operating a ladder and step stools
- lifting, carrying and/or pulling light to moderate amounts of weight
- operating office, laboratory and electronic equipment requiring repetitive hand movements and fine motor coordination
- verbally communicating to exchange information

- wearing personal protective equipment including safety glasses or goggles, closed-toe shoes, lab coats, rubber or plastic gloves, respirators, or face shields
- working independently for prolonged periods of time.

Interpersonal conditions of the position involve regular critical deadlines, instructions from more than one source (e.g. instructions from Manager and the Laboratory Coordinator, as well as researchers using the lab), interacting with students or staff under work related stress, and regular interruptions (e.g. walk-in users of the lab and collections).