Title: Laboratory Coordinator

Pay Scale Group: 13

Essential Function

Under general supervision from a designated administrator, coordinate the activities of a specific lab or unit (i.e., perform and monitor studies and/or quality control/quality assurance).

Characteristic Duties

- Coordinate the activities of a specific lab or unit (i.e., perform and monitor studies and/or quality control/quality assurance).
- Manage supply inventory and quality control activity for a designated lab or unit.
- Develop daily lab/staffing schedules.
- Perform or arrange for maintenance contract on equipment and maintain accurate records.
- Maintain SOP Manuals and/or initiate new procedures.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Provide training to technician staff on equipment and proper techniques.
- Perform related duties based on departmental need.

Minimum Qualifications

- Associate’s degree with one (1) year experience; -OR- three (3) years experience.

Some positions may require a Bachelor’s degree with one (1) year experience; -OR- five (5) years experience. Degree must be in biological sciences or related field with experience under direct supervision of an electromyography physician, and candidate must be an active member of the AAEE. Must be an active member of AAET or eligible for membership.

Last updated: 4-12-07