

Position Title: Administrative Lab Coordinator

Anticipated Start Date: ASAP

Center: Center for Food Sensory, Characterization, and Novel Processing (FSCNP)

Department: Animal and Food Sciences

College: Agriculture and Natural Resources

Estimated Pay: \$20 – 22/hour, commensurate with experience

Schedule: 4 days/wk. approx. 5 hours/day, flexible, Part Time, (~20-25 hrs. wk.)

Location: Townsend Hall, Newark, DE

Supervisor: ANFS Business Administrator

The **Administrative Lab Coordinator** provides critical operational and administrative support to the FSCNP and Biochar Labs. This role ensures the seamless execution of sensory evaluation, food processing, and food analysis services for local and international industry partners, as well as academic teaching and research programs. The coordinator manages day-to-day laboratory readiness, sensory program logistics, and administrative workflows to maintain a safe, efficient, and professional environment.

Primary Responsibilities

Sensory Session Management

- **Logistics:** Coordinates recruitment of sensory panelists; schedules and books testing locations.
- **Staffing:** Develops and manages rotating work assignments for sensory testing servers.
- **Execution:** Coordinates set up and manages the front desk for tasting session check-ins; prepares all necessary supplies and materials (samples, forms, clipboards, pens, and iPads).

Marketing & Promotion

- **Outreach:** Stages sensory testing announcements via digital monitors and physical signage (posters/easels) in designated campus locations.
- **Participant Incentives:** Manages the procurement, inventory levels, and distribution of participant coupons; processes related invoices and orders.

Laboratory Operations & Inventory

- **Supply Chain:** Maintains and controls inventory levels for all lab locations; initiates orders, receives shipments, and stocks supplies/equipment according to university procurement protocols.
- **Maintenance:** Ensures teaching and research laboratories are clean, safe, and fully functional for scheduled courses and industry projects.

- **Compliance:** Adheres to University and food industry policies, procedures, and safety best practices.

Administrative Liaison & Data Management

- **Reporting:** Compiles and organizes sensory evaluation study data following the completion of each session.
 - **Record Keeping:** Maintains comprehensive inventories and administrative records; manages file protection, data retention, and organizational systems.
 - **Collaboration:** Acts as a liaison among campus strategic partners, faculty, postdoctoral researchers, staff, and students.
-

Qualifications

Education & Experience

- High School Diploma (degree or coursework in a related field preferred).
- Associate or Bachelor's degree favorable

Ability to work with a diverse team including:

- FSCNP Director and ANFS Business Administrator
- Faculty and Postdoctoral Researchers
- Graduate and Undergraduate student workers
- External industry strategic partners and sensory panelists

Technical Skills

- **Computer Proficiency:** Ability to manage digital marketing, data entry, and electronic reporting using the Microsoft Office suite of products and Google docs.
- **Communication:** Competency in written and oral communication skills for reporting and interacting with a diverse clientele.
- **Safety:** Willingness and ability to become **ServSafe Certified** and complete required **Environmental Health and Safety (EHS)** training.

Core Competencies

- **Organization:** Ability to manage multiple projects, timelines, and logistical moving parts.
- **Diversity & Inclusion:** Deep commitment to fostering a workplace culture of belonging; demonstrates sensitivity to the needs of individuals from varying cultures, abilities, and backgrounds.
- **Physical Requirements:** Ability to lift up to 25 lbs., reach, and carry laboratory supplies and equipment as needed.