

Position Title: Assistant Lab Coordinator

Department: College of Agriculture & Natural Resources (CANR), Animal and Food Sciences

Location: Newark, DE

Hours: This is a part-time, hourly, non-benefited position requiring availability for approximately 15–20 hours per week, working about 5 hours per day, 3–4 days per week.

Application Process: Please submit a cover letter and resume to Laura Hougentogler: nemeclm@udel.edu

About the Position:

The ANFS Lab Coordinator supports the instructional mission of the Department of Animal and Food Sciences by coordinating and maintaining teaching laboratories. The Lab Coordinator reports to the ANFS Lab Manager and works closely with faculty, instructors, graduate teaching assistants, and students to ensure laboratories are prepared and functional for scheduled courses.

The ANFS Lab Coordinator manages the day-to-day operations of teaching laboratories, including inventories, maintenance, organization, and activity set-ups, providing consistent support to instructional activities

This position also performs a variety of technical tasks related to the special operations of teaching laboratory spaces in Worrillow Hall (102, 103 and 123), ensuring that laboratory spaces, equipment, and materials are safe, organized, and ready to support effective hands-on learning.

Major Responsibilities:

- Under the supervision of the Laboratory Manager, this position will assist with the largest laboratory courses taught by the department, including ANFS255/256, ANFS111 during the fall semester, and ANFS240 and ANFS310 during the spring semester.
- Responsibilities will include:
 - assisting graduate teaching assistants and providing technical assistance in preparation of laboratory activities and sessions
 - maintaining a safe/clean environment in teaching laboratories,
 - ensuring that laboratory courses operate in compliance with University policies and guidelines, ensuring IACUC protocols are completed and followed,
 - helping to maintain and control inventories, initiating orders, receiving, checking, and stocking all ordered supplies, parts, and equipment,
 - creating and maintaining inventories and records.
- This position will interact with the 6 agricultural animal species housed on the UD farm: dairy cattle, swine, poultry, beef cattle, sheep, and horses.
- They will undergo EHS training and assist in ensuring proper EHS protocols are followed for the proper disposal of solutions, chemicals, and materials used in laboratory exercises and on-farm laboratories.
- On a weekly basis, this position maintains laboratory cleanliness between laboratory courses, with

an emphasis on the changeover to *live* animals in Worrilow 123 on Fridays.

- Additional help may be needed to set up and break down demonstrations for weekend tours, such as Blue/Gold days.
- Performs other job-related duties as assigned.

Qualifications:

- Bachelor's degree in Animal Science, or related field, or 2 years of experience in laboratory operations, or equivalent combination of education and experience.
- Familiarity with computer/web-based facilities management and operation systems.
- Strong interpersonal and communication skills.
- Ability to effectively communicate, both oral and written, with a diverse group of clientele.
- Ability to write reports, business correspondence, and procedure manuals.
- Excellent organizational skills.
- Strong computer skills.
- Must be able to meet the requirements to wear a full-face respirator and lift 50 lbs.

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