

Technical Lab Coordinator

Workforce, Technical and Computer Information Science Division

Position # 25-043

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and soon to be Vienna, WV (We are not a branch of West Virginia University). We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate and bachelor's degrees. This position may require work at our Main Campus in Parkersburg, WV, or at one of our branch locations in Vienna, WV, or Ripley, WV.

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans through www.peia.wv.gov and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

- Submit an Employment Application packet available at www.wvup.edu/jobs
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

Posted

02/13/2025 with an application deadline of 02/27/2025.

Employment Status

Non-Exempt/Classified/Hourly Staff, full-time, regular, benefits eligible position.

Shift

Variable. Full time is considered 37.50 hours a week.

Pay Grade

05 (Salary is commensurate with education and experience)

Function/Summary

The Lab Coordinator will oversee the day-to-day operations of ATC facilities in Parkersburg and Ripley, support high-quality instruction for students, and coordinate technical activities to ensure a safe, efficient, and student-focused learning environment. The ideal candidate will possess a blend of technical expertise and organizational skills to support student success and the mission of WVU Parkersburg.

Minimum Qualifications

Education:

- Associates degree in a technical program, other applicable field, or equivalent combination of education and/or experience.

Experience:

- Three years of related experience.

Licensure:

- N/A

Knowledge, Skills & Abilities

- Knowledge of technical program equipment
- Exceptional organizational and multitasking skills
- Knowledge of laboratory safety procedures and proper preparation, handling, and disposal of materials
- Effective written and verbal communication
- Ability to foster positive relationships with students, staff, and faculty
- Adaptability and problem-solving skills
- Knowledge of fork truck safety and operation

Duties/Responsibilities

Frequency:	Duties:
50%	<p>Applied Technology Center Support</p> <ul style="list-style-type: none"> • Oversee the setup, maintenance, and organization of laboratory facilities, including equipment, tools, and supplies. • Troubleshoot and maintain laboratory and training equipment. • Maintain an inventory of supplies and procure materials as needed within budget guidelines. • Collaborate with faculty/instructional specialists to prepare and distribute materials used for technical laboratories with adherence to Standard Operating Procedures (SOPs) within the technical programs. • Setup, supervise, and explain various equipment in the ATC/JCC. • Read blueprint drawings and instruction manuals. • Plan and perform preventative and predictive maintenance on equipment. • Organize and maintain needed laboratory supplies, instruments, and equipment used for instruction. • Manage and maintain inventory files and proper operating conditions for lab instruments and equipment. • Evaluate procedures and suggest modifications to ensure safe working practices. • Maintain and provide supplies, personal protective equipment (PPE), and general custodial procedures for housekeeping and lab cleanliness. • Maintain inventory and perform safety inspections, request repairs, inspect proper labeling of supplies, instruments, and equipment. • Stock PPEs such as gloves and eye protection for easy distribution to students. • Maintain and enforce 6S Lean Management methods for industry. • Provide ready access to Safety Data Sheets (SDS) of chemical in stock. • Review procedures, policies, and safety regulations for the collection, storage, disposal, and recycling of materials in ATC/JCC laboratories according to federal, state, and WVUP Facilities and Grounds.
40%	<p>Program Support</p> <ul style="list-style-type: none"> • Facilitate the management of laboratory schedules, procedures, and the coordination of equipment and materials required for faculty and students.

	<ul style="list-style-type: none"> • Assist with preparation and deliver course materials in open-laboratory sessions. • Provide faculty and students with information regarding safe practices for hazardous materials in accordance with federal, and state regulations. • Supervise the safety conditions for students who have work out of class time (due to missing classes, wrapping up unfinished assignments, capstone projects, etc.). • Assist with shipping/receiving of new and surplus equipment/trainers. <p>Coordination</p> <ul style="list-style-type: none"> • Serve as the point of contact between faculty, students, and administrative staff regarding lab operations. • Schedule and supervise lab use, ensuring equitable access for technical courses. • Train and oversee student workers. • Prepare and submit reports on lab usage, safety compliance, and additional reports required by director of ATC.
10%	<p>General</p> <ul style="list-style-type: none"> • Participate in departmental meetings, training sessions, or professional development activities to stay current with developments in technical fields. • Proctor testing/exams for technical programs as a third-party participant (i.e. SACA, MSSC, CPT+, etc.) • Other duties as assigned.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action Institution and does not discriminate on the basis of race, sex, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. West Virginia University at Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities.