



*Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.*

<b>Job Title:</b>	<b>Biology Laboratory Preparation Assistant</b> <i>Staff Bargaining Unit</i>
<b>Position Status:</b>	Permanent PT 20 Hours per week.
<b>Department:</b>	Physical & Biological Sciences
<b>Supervision Received:</b>	Dean, Faculty of Science
<b>Supervision Exercised:</b>	Student Assistants
<b>Location:</b>	Sault Ste. Marie, ON

#### PRIMARY FUNCTIONS:

A.	Laboratory Preparation	65%
B.	Laboratory Safety & Facility Maintenance	20%
C.	Equipment & Chemical Inventory	15%
<b>TOTAL</b>		<b>100%</b>

Reporting to the Dean, Faculty of Science, the Biology Laboratory Preparation Assistant will be responsible for the set-up and takedown of biology and related teaching labs for the department, working in collaboration with the Biology Lab Coordinator and the Department Chair, under the supervision of the Dean.

#### RESPONSIBILITIES:

- A. Laboratory Preparation (65%)**
- Organize labs by ensuring the following:



- Gather necessary materials and equipment
  - Ensure glassware is washed before putting it away.
  - Ensure benches are kept clean for health and safety reasons.
- Prepare chemicals:
  - Prepare various solutions for biology/environmental science labs.
  - Assist with storage of waste chemicals produced by the various labs and unused chemicals.
- Organize equipment:
  - Ensure daily maintenance of equipment, including calibration and setup.
  - Diagnose and deal with any reported malfunctions.
- Liaise with the biology lab coordinator and faculty members regarding lab preparations.
- Act as the main point of contact for sessional faculty with respect to issues or concerns regarding labs (e.g. equipment malfunction).

**B. Lab Safety & Facility Maintenance (20%)**

- Ensure compliance with the Algoma University Lab Safety Manual.
- Assist with the development of lab safety tutorials for all students participating in labs.
- Assist with the development of basic lab orientation to faculty teaching in the labs.
- Advise the Department of Innovation & Technology when there are issues with computers, projects, and audio equipment.
- Address safety issues and advise the Department of Facilities with respect to lab repairs and general maintenance, including fume hoods, ice machines, autoclaves, and various lines coming into the lab.
- Maintain proper and safe operation of lab equipment:
  - Review and update Standard Operations Procedures (SOPs), as required.
  - Maintain records of equipment use, as required (e.g. autoclave).

**C. Equipment & Chemical Inventory (15%)**

- Update equipment inventory for all teaching labs.
- Update chemical inventory for all teaching labs and chemical storerooms.
- Ensure new chemicals are added to the Material Safety Data Sheet (MSDS) online inventory.
- Notify the Biology Lab Coordinator to remove the MSDS from the online inventory when disposing of chemicals.
- Ensure safe storage and placement of chemicals.
- Assist with maintenance of the autoclave by running weekly flushes and reporting malfunctions to the Department of Facilities.



## WORKING CONDITIONS:

### **Physical Effort**

#### *Moderate*

Standard office work involves standing for periods of time at the lab bench; some physical effort is required to lift and move materials.

### **Physical Environment**

#### *Moderate*

Exposure to chemicals; requirement to wear appropriate safety equipment (PPE) including eye protection, gloves, and lab coat; chemical hygiene, biological safety, and hazardous wastes.

### **Sensory Attention**

#### *Considerable*

Time needed to concentrate on detailed and precise work while accommodating regular interruptions requires a variety of sensory inputs, diligence, and attention to detail (e.g. repairing and calibrating equipment, setting up specialized equipment, and preparing chemical solutions).

### **Mental Stress**

#### *Moderate*

Work activities are performed in an environment with occasional exposure to one or more mental pressures but the stress would not be noticeably disruptive to the work, nor result in unpleasant reaction (e.g. normal deadlines and client interactions, and repetitive work).

## MINIMUM QUALIFICATIONS

- Undergraduate degree in Biology, Chemistry, Environmental Sciences, or a related field, and a minimum of one (1) year of experience in a Laboratory setting, or an equivalent combination of education and experience, is required.
- Experience and/or training in laboratory health & safety is required
- Experience working safely with chemicals is required.
- Experience with equipment maintenance, including calibration and setup is an asset.
- The ability to diagnose, report, and repair standard lab equipment malfunctions is required.
- Demonstrated strong communication skills.
- The ability to work both independently and as part of a team.
- The ability to take initiative and problem-solve.



- The ability to exercise good judgment while balancing competing priorities under time constraints.
- The ability to work effectively with people of diverse backgrounds, styles, and abilities.
- Excellent use of technology for collaboration.

**Salary Scale:     \$58,996 to \$73,745 annually**

**Please submit a resume and cover letter (combined PDF) to  
talent.acquisition@algonau.ca no later than 4:00 p.m. on May 3, 2024.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.