

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Position Title:** Graduate Health Sciences Lab Coordinator

**Department:** Online, Non-Traditional, and Graduate Education

### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worth of the high calling of God in Christ.

### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Demonstrate commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

### **Purpose:**

The Graduate Health Sciences Lab Coordinator is responsible for managing immersive lab experiences for graduate health sciences students. This role involves ordering supplies, maintaining and setting up equipment, ensuring positive student experiences, overseeing classroom technology and computers, and staying within budget. The Graduate Health Sciences Lab Coordinator will work closely with faculty, staff, and students to support the educational mission of the department.

### **Essential Functions:**

- **Supply Management:**
  - Order and maintain inventory of lab supplies and materials.
  - Organize and store supplies and equipment.
  - Ensure timely procurement of necessary items while adhering to budget constraints.
  - Track and manage supply usage to prevent shortages.
- **Equipment Maintenance and Setup:**
  - Maintain and troubleshoot lab equipment to ensure optimal functionality.
  - Set up equipment for various lab activities and simulations.
  - Reset the multi-purpose lab space and store equipment properly.
  - Coordinate with vendors for equipment repairs and maintenance as needed.

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- **Student Experience:**
  - Assist students in using lab equipment and technology effectively.
  - Provide guidance and support to enhance the learning experience.
  - Prepare a welcoming experience for students coming on campus.
  - Address and resolve any issues or concerns related to lab activities.
- **Technology Oversight:**
  - Oversee the integration and operation of technology in the lab spaces and other classrooms that support the graduate health sciences programs. This would include projectors, displays, microphones, speakers, cameras, computers, and other designated technology systems in the program areas.
  - Receive and fulfill technical directives from the Manager of Audio-Visual Technology
  - Work closely with OBU Technology Services and Audio-Visual teams to escalate issues and collaborate to repair, upgrade, and maintenance of technology equipment.
- **Budget Management:**
  - Develop and manage the lab budget in collaboration with the Director of Operations.
  - Monitor expenses and ensure all activities stay within the allocated budget.
  - Identify cost-saving opportunities without compromising the quality of lab experiences.

### **Secondary Responsibilities:**

- Attends Graduate and Online Health Science Programs faculty and staff meetings as appropriate.
- Performs other duties as assigned.

### **Professional Responsibilities**

- Supports the mission, goals and objectives of the University and Health Science Programs.
- Develops and maintains professional relationships with all administrators, faculty, staff and students in the Health Science Programs and other Colleges and Departments of University.
- Conducts oneself in a positive and professional manner as a representative of the Health Science Programs and University.
- Adheres to all Health Science Programs and University policies and procedures.

### **Required Qualifications:**

- High school diploma or equivalent.
- Skill for setting up multiple academic lab stations with uniformity.

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- Strong technical skills and familiarity with basic medical equipment and technology preferred.
- Exhibits a strong customer service mindset.
- Excellent organizational and multitasking abilities.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Budget management experience is a plus.

### **Special Requirements:**

- Must be a member of a local evangelical\* Christian church.
- \*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- \*\*\*Please apply using the link for “Administrative Staff Applications” on the OBU website at: <https://www.okbu.edu/hr/jobs.html>