

## Laboratory Coordinator - Physics and Astronomy Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=237912>

Downloaded On: Dec. 30, 2024 12:51pm

Posted Jun. 19, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Laboratory Coordinator - Physics and Astronomy
<b>Department</b>	Physics and Astronomy
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jun. 19, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Physics - General Astronomy and Astrophysics
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20609?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20609?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The principal activities of the Physics and Astronomy Department are research and education, at both the undergraduate and graduate level. The department strives both to contribute to the growing understanding of the physical universe, and to educate students in both the content of physics and its methods and principles.

### What You'll Do

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In cooperation with the Laboratory and Demonstration Coordinator, the Laboratory Coordinator ensures that needed equipment and spares are set up and working in lab rooms, addresses problems in labs, works with TAs to help them teach effectively, assists faculty with lecture demonstrations, and assists with other related work as appropriate.

- Ensure that lab rooms are set up correctly and on time.
- Visit labs routinely during teaching labs to observe.
- Respond promptly and effectively to reports of equipment problems.
- Assist TAs with other issues.
- Maintain laboratory and demonstration equipment.
- Store sets of equipment so that they are ready for use when next needed.
- Ensure laboratories are neat and organized.
- Document collections of equipment used for individual labs.
- Assist with the training of graduate and undergraduate lab teaching assistants, including orientation, TA tryouts of labs, and TA meetings, facilitating effective communication among all parties involved.
- Assist faculty with lecture demonstration equipment.
- Maintain demonstration rooms.
- Help maintain, document, and improve existing demonstrations.
- Help develop and document new demonstrations.
- Review and ensure compliance with lab safety requirements, including training and documentation.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through a BA/BS in Physics, Engineering, or a related field
- Familiarity with standard office software, including email and Microsoft Office
- Ability and willingness to learn new tools as needed, such as course management software (Canvas), administrative resources (SIS), mathematical modeling tools, graphic and video production
- Strong interpersonal and organizational skills and commitment to customer service
- Strong communication skills (oral and written), positive attitude, initiative, and resourcefulness

#### Preferred Qualifications:

- Prior experience teaching, especially as a lab TA
- Prior experience with Tufts Physics labs
- Experience helping groups of roughly six to twenty people accomplish shared goals

#### Special Work Schedule Requirements:

Flexible hours; may sometimes need to work or be on call on weekends, in evenings or early mornings.

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### **Pay Range**

Minimum \$24.00, Midpoint \$28.55, Maximum \$33.10

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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