



About St. Francis College (SFC)

Founded in 1859 by the Franciscan Brothers, St. Francis College (SFC) has a rich legacy of academic excellence and service. Located in Brooklyn, New York, SFC educates over 4,500 students, primarily from the five boroughs, with backgrounds representing over 70 countries and more than 40 languages. With a network of 20,000 alumni, the college has produced distinguished public servants, scientists, lawyers, business professionals, nurses, teachers, and members of the clergy.

Rooted in Franciscan values of community, collaboration, and connection, SFC remains committed to providing a first-class, attainable, high-quality education to individuals of all racial, ethnic, and religious backgrounds, with a special focus on working-class New Yorkers. In 2021, the College launched a transformative initiative to restructure academic and programmatic offerings, aligning them with 21st-century career needs while expanding their reach locally and internationally. In 2022, SFC relocated to a modern, state-of-the-art campus in Downtown Brooklyn, ensuring it continues to prepare students for success in a rapidly evolving world.

Job Summary: The Laboratory Supervisor manages the daily operations, safety, inventory, and records of the College's biology, chemistry, and physics laboratories. The role ensures laboratory readiness and compliance, supervises student workers, and collaborates with department chairs. This position reports to the Vice President for Academic Affairs or designee.

Salary Range: \$50,000 - \$55,000

Essential Duties & Responsibilities: Laboratory Supervisor

The essential functions and duties listed below are intended as illustrations of the types of work performed. The omission of a specific duty does not exclude it from the position if the work is similar, related, or a logical assignment.

Laboratory Operations and Academic Support

- Oversee the setup, breakdown, cleanliness, organization, and daily operation of teaching laboratories, preparation areas, and storerooms.
- Obtain preparation lists from faculty and ensure that required materials, supplies, and equipment are available for each semester.
- Prepare laboratory materials, reagents, and stock solutions; care for living organisms; and support faculty and teaching assistants with laboratory activities.
- Test laboratory equipment and coordinate maintenance as needed.

Safety and Compliance

- Develop, review, and maintain laboratory safety protocols and documentation, including Safety Data Sheets, safety plans, and chemical inventories.
- Coordinate with the Office of Academic Affairs to ensure compliance with applicable regulations and College policies related to laboratory safety, health, and biosafety.
- Provide appropriate safety and operational training to laboratory personnel and student workers.
- Oversee the proper storage and disposal of laboratory equipment and hazardous and non-hazardous waste.



Inventory, Purchasing, and Recordkeeping

- Maintain accurate inventories of laboratory supplies, chemicals, materials, and equipment.
- Order approved supplies and materials requested by science faculty and department chairs.
- Maintain electronic records and track laboratory purchase orders and expenditures.
- Ensure that laboratories and storerooms are properly equipped for the safe storage of materials and supplies.

Student-Worker Supervision

- Recruit, hire, schedule, train, and supervise undergraduate student workers.
- Assign projects, monitor performance, and maintain required employment and training records.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of undergraduate science laboratory operations, standard laboratory procedures, safety practices, and biosafety requirements.
- Hands-on experience with laboratory instruments and equipment.
- Strong organizational, recordkeeping, and time-management skills.
- Excellent attention to detail and the ability to manage multiple priorities.
- Strong interpersonal, written, and verbal communication skills.
- Ability to work effectively with various student, faculty, and administrative populations.
- Ability to learn quickly, adapt to changing needs, and work independently and collaboratively.
- Commitment to fostering an environment which upholds our St. Franciscan mission and values.

Qualifications

- Bachelor's or master's degree in biology, chemistry, physics, or a related field.
- One to two years of related professional laboratory experience.
- Experience with standard laboratory procedures and safety requirements.
- Experience working with and mentoring students is preferred.

Interested applicants can apply by clicking [here](#).

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment.

The College is an Equal Opportunity employer.