

**OKLAHOMA BAPTIST UNIVERSITY**  
POSITION DESCRIPTION

**Title:** Stockroom Manager/Laboratory  
Instructor \_\_\_\_\_

**Department:** College of Science and  
Mathematics \_\_\_\_\_

Debbie Blue  
Prepared by \_\_\_\_\_

7.19.11  
Date \_\_\_\_\_

R. Stanton Norman  
Approved by \_\_\_\_\_

12.19.11  
Date \_\_\_\_\_

**Supervision Received:**

By title Dean, College of Science and Mathematics

**Supervision Given:**

By title(s) Student workers

**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 worthy 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 are expected to embrace these expectations and to model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Aim at excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*
- *Efficiency is achieved through wisely and efficiently.*

**Purpose:** *What result(s) or objective(s) is this position expected to achieve? Why does this job exist?*

The Stockroom Manager/Laboratory Instructor serves the Hurley College of Science and Mathematics in both an instructional and service role. This is a non-tenure track position with assignments including, but not limited to, the teaching of chemistry laboratories and the management of the college's stockroom.

**Essential Functions:** *A job function may be considered essential because: 1) the position exists to perform the function; 2) limited number of employees available among who the performance of the function can be distributed; 3) the person in the position is hired because of his or her ability to perform a particular, highly specialized function.*

The Stockroom Manager/Laboratory Instructor has the following essential functions within the 10-month Stockroom Manager responsibilities.

- Manage the chemistry stockroom
- Assure conditions within the College of Science and Mathematics maintain OSHA compliance
- Supervise the removal of all hazardous waste disposal for the College of Science and Mathematics

The Stockroom Manager/Laboratory Instructor has the following essential functions within the 9-month Laboratory Instructor responsibilities.

- Teach 1000-level lab courses and serve as freshman lab coordinator
- May teach other courses, as qualified and needed

New _____	Revision _____	FLSA _____	HR Office Only	IPEDS _____	Sal/Grd Assignment _____
PRN(s) _____					

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**Qualifications:** *List KSAs required to perform duties at an acceptable level.*

**Knowledge, Skills and Abilities:**

- Knowledge of MSDS standards
- Energetic and enthusiastic personality; high standards of conduct, appearance, and attitude
- Ability to work independently with minimal supervision; to work and lead collaboratively, and to manage financial resources judiciously.
- Knowledge of best practices in laboratory and science stockroom management.
- Demonstrate ability to supervise student staff and lead groups working in a collaborative, strategy-driven environment.

**Education:** *List Education that would likely lead to the possession of the required KSAs.*

- **Preferred:** Master of Science degree in Chemistry
- **Required:** Bachelor of Science degree in Chemistry

**Experience:** *List Experience that would likely lead to the possession of the required KSAs.*

- **Preferred:** Some teaching experience at the college level is preferred.

**Equipment:** *List any specialized equipment or software the incumbent would be expected to regularly use in the performance of their duties.*

- Use of standard office equipment, including personal computer, fax, and copier.
- Demonstrate competence in using Microsoft Office applications.
- Expertise in standard laboratory equipment and chemicals used in a science laboratory

**Special Requirements:**

The Stockroom Manager/Laboratory Instructor must accept the purposes and goals of OBU and show the ability to work with people from varied backgrounds. Leadership qualities required include organizational and supervisory skills, collaborative-relational skills, ability to communicate in a positive manner on a professional level with colleagues, students, and student workers.

**Complete this section after reviewing the description with the employee.**

*OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.*

The job description was reviewed during  New Employee Orientation or  Performance Evaluation\*.

Employee Signature

Date

Supervisor Signature

Date

*\* If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*