



Lab Coordinator

Cathedral High School in Indianapolis, an independent Catholic college preparatory high school in the Holy Cross tradition, is seeking a Lab Coordinator . The chosen candidate will be hired to begin employment at Cathedral during the 2021-2022 school year. If interested, complete the online application on [Cathedral's Career Page](#).

Applications are being reviewed now.

Job Summary

The successful candidate will have experience with the inventory control of all chemicals, supplies and equipment as well as the preparation, storage and disposal of chemical and biological solutions for use in laboratory experiments. The Lab Coordinator will work in collaboration with our science teachers to develop an integrated laboratory experience in collaboration with classroom instruction.

Desired Qualifications

- Bachelor's degree preferred in the life or physical sciences
- Experience working in a lab setting or teaching science is preferred.
- Ability to work collaboratively and independently
- Strong communication skills

Duties & Responsibilities

- Organize and maintain lab materials and equipment
- Set up/tear down labs including making solutions, setting up equipment
- Serve as chemical hygiene officer
- Coordinate and collaborate with teachers regarding scheduling the lab and materials needed
- Perform makeup labs for students as needed
- Order and maintain an inventory of all chemicals, solutions and their locations
- Maintain MSDS for all chemicals on campus.
- Coordinate with teachers regarding proper adherence to lab safety provisions
- Provide a list of all chemicals and their locations on campus in the event of an emergency.