



DATE ISSUED: 04/14
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Competency Laboratory Coordinator

JOB SUMMARY

Performs administrative work in the preparation and operation of an instructional and skills assessment laboratory. Work includes the physical preparation of the laboratory for instruction, coordinating the use of media resources, and assisting instructors. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director or Associate Director, School of Physical Therapy

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Prepares material, equipment, and work area for laboratories.
- Coordinates the use of the lab media resources and facilities.
- Assists faculty and graduate teaching assistants in the instruction of planned laboratories and in skills assessments.
- Maintains the orderliness and cleanliness of the facility.
- Keeps abreast of changes in equipment, procedures, and policies in the service area, and assists faculty in evaluating the changes impact on curriculum.
- Identifies and investigates the feasibility of alternate sources of equipment and supplies, and facilitates contributions of same.
- Orders or procures supplies, equipment, and resources needed for the laboratory. Maintains pertinent records.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Master's degree in Physical Therapy required. DPT preferred. Must be licensed or license-eligible as a Physical Therapist in the State of Texas.

EXPERIENCE

Two years of physical therapy experience.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

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The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment and/or laboratory setting. The employee handles chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat as needed. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.