

## ***Lab Coordinator Responsibilities***

### **Penn State Erie, The Behrend College School of Engineering**

The lab coordinator is a service position that provides important support to the School so that it can maintain technically current labs that operate smoothly. Responsibilities of the position are to:

- Work with other faculty users of the lab to determine equipment, hardware, and software needs. Based upon this, advise the director and leadership team on equipment upgrades, replacement, and repairs. Lab equipment should be evaluated at least once each year.
- Recommend policies and procedures for lab operation, particularly as they impact our undergraduate education mission. Issues include, but are not limited to:
  - Safety procedures
  - Student access
  - Regular maintenance, calibration, and cleaning needs
  - Resolving broken equipment/repairs with the technician, leadership team, and director.
  - Training on specialized equipment
- Work with all involved parties (assigned technician, computer center, faculty users, and school leadership) to ensure that both the equipment and operation needs are met.

A list of current lab coordinators is maintained on the School website.