



BCGEU POSITION DESCRIPTION

POSITION TITLE: Laboratory Instructor - Biology

JOB NUMBER: 155

REPORTS TO: Lab Supervisor – Biology & AD FoS

INCUMBENT:

DEPARTMENT: Biology, Faculty of Science

DATE CREATED: July 2012

JOB CLASS: 13

DATE REVISED: June 2025

PRIMARY FUNCTION

The Laboratory Instructor - Biology participates in the Biology Department with the overall course delivery by assuming responsibility for instruction, student guidance and assessment within a lab environment. The Laboratory Instructor - Biology may be assigned to work alongside other Laboratory Instructors (or a faculty member) or alone in fulfilling the above functions. They are expected to perform with a minimum of managerial supervision by the Lab Supervisor and Dean's Office. Lab responsibilities may involve any university level (first to fourth year) or applied program service courses offered in the Biology Department's educational plan.

Special Considerations:

The Biology faculty is ultimately responsible for course delivery and development, including the laboratory portion of any course. The Laboratory Instructor - Biology assists the faculty through their role in the labs in achieving this aim. The Lab Instructor – Biology and faculty work collegially to meet a common aim. Workload and scheduled contact hours can be found in the "WORKLOAD GUIDELINES FOR FACULTY OF SCIENCE LAB INSTRUCTORS".

The Laboratory Instructor - Biology works in compliance with current WHMIS regulations and directs students in all aspects of lab safety. They must have read the Laboratory Safety and Biosafety Manuals, completed Biosafety and Fire Safety Training and be aware of their potential role and responsibilities in the event of a chemical or biohazardous spill or accident. They must comply with all Biosafety and Biosecurity requirements of the Canadian biosafety standard of the Public Health Agency of Canada while working with Containment Level 2 organisms as it pertains to the department's pathogens and toxins license.

JOB DUTIES AND TASKS

1. Produces and delivers the pre-lab instruction as required, which may include relevant content, background information, experimental objectives, experimental design, methods and/or techniques, data analysis, and scientific communication.
2. Creates and modifies Learning Management System (LMS) such as Moodle to supplement the learning materials of the course, which may include videos, simulations, learning content, etc. online.



3. Demonstrates the use of instruments, equipment, chemicals, supplies, and lab techniques with respect to practical, technical and safety considerations.
4. Provides ongoing instruction, supervision, tutoring, feedback and/or guidance throughout the scheduled time in the lab and/or field to enable students to learn from the laboratory assignments.
5. Performs evaluation of lab reports, lab quizzes, exams, and/or student performance in the lab; computes and compiles resulting marks and submit to the relevant faculty for input toward students' final grades.
6. Develops and revises lab exams, ensures proper lab set up for the lab exams, and invigilate such exams.
7. Develops and revises lab manuals, handouts, quizzes, assignments and student lab experiments.
8. Adheres to the Academic Integrity Policy and reports any violations.
9. Assists with planning of, then provides supervision and instruction while on field trips involving potentially inclement weather conditions.
10. Provides assistance to students on computer related tasks.
11. Offers instructional assistance to students outside of scheduled lab contact time.
12. Verifies that chemicals, specimens and equipment are set up and operational, including preparing diagrams, live cultures and other related teaching materials.
13. Produces demonstration materials and displays for student use.
14. Instructs students on safety procedures and regulations in the lab, including current WHMIS, Biosafety, safe handling and disposal of biohazards, safe usage of chemicals, equipment, glassware and SDS processes.
15. Ensures compliance with safety standards by monitoring laboratory procedures, practices and student activity, aids in establishing safety practices in lab environment.
16. Assists in equipment maintenance and repair by following reporting and troubleshooting procedures
17. Helps collect and maintain lab specimens.
18. Provides coverage for the Biology Laboratory Technician, if required.
19. Provides formal training to new staff and student assistants, when required.
20. Conducts tours of lab as required.
21. Maintains student lab records, lab exams and lab manuals as required.
22. Supervises final lab exam and assist faculty with marking.
23. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

**SUPERVISION RECEIVED:**

This position reports to the to the Lab Supervisor – Biology and the Associate Dean, Faculty of Science.

SUPERVISION/DIRECTION EXERCISED:

This position Monitors and directs work of up to 20 students to maximize learning in the lab. Provides instruction and supervision of students in all aspects of lab safety.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Discretion and persuasion required to provide motivation and assessment to students in the lab. Maintains storage of confidential student information, lab exams, lab manuals, and student grades, including electronic versions.

FINANCIAL RESOURCES:

Operates sensitive lab equipment and ensures proper use and maintenance and reporting of repairs and troubleshooting same. Provides input into budget and purchasing considerations for the department.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Demonstrated good working knowledge of the course content and competence in laboratory techniques pertaining to the instruction of any year biology courses.
- Demonstrated good working knowledge of the course content and competence in laboratory techniques pertaining to one or more of the following – introduction to biology, cell biology, microbiology, genetics, ecology, botany, marine biology, zoology, anatomy and physiology and human anatomy and physiology.
- Demonstrated working knowledge of the operation and routine maintenance of laboratory equipment and apparatus.
- Proven ability to communicate effectively in English, both verbally and in writing. Demonstrated ability to provide instruction to undergraduate students in a laboratory setting.
- Demonstrated working knowledge of current WHMIS, biosafety and other preventative measures required for the safe operation of the biology lab.
- Proven ability to establish and maintain effective relationships with people of varied background and experience.
- Proven ability to work in a team-oriented environment.
- Ability to travel between campuses.

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

- Baccalaureate degree, Masters preferred, in Biology.
- Proven related teaching experience is an asset.

Knowledge Skills & Abilities revised:
