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**Job Description – Bio Specialist**

Department: Office of Academic Affairs(OAA) Report to: OAA Director

 **Position Summary**

* Assist professors to carry out lab teaching tasks and instruct students to organize the experimental operation.
* Be responsible for preparation and maintenance of the equipment and appliance, and organization of lab materials and equipment.
* Be responsible for the safety management of bio lab; attend and assist the regular safety inspection of the university inspection group.
* Assist the lab manager to construct and develop the science lab.
* Develop and improve laboratory safety regulations and other regulations such as laboratory operating record, laboratory valuable equipment use record.
* Train and supervise student assistants to help lab assistants deal with daily tasks in laboratories.
* Be responsible for daily laboratory operating record.
* Be responsible for the inventory, ordering, inspection and record of laboratory reagents, materials and other consumables.
* Complete other tasks of Academic Affairs.

**Qualification**

* Bachelor's Degree or above in biology or related fields. The working experience in Sino-foreign cooperative university or overseas experience preferred.
* Excellent/Good fluency in both oral and written English and Chinese.
* The working experience in the higher-education institution would be a bonus point.
* Be able to work efficiently in the university environment, and be capable of working under high pressure.
* Master basic skills of the biological experiment. The experience in scientific research or biology teaching assistance preferred.

**岗位书 - 生物专员**

部门：教学部 汇报：教学部主任

**岗位职责：**

(1) 协助外教进行实验课教学和指导学生实验操作。

(2) 负责实验室仪器的保养维护，教学器具的准备维护，以及实验室材料和设备的整理。

(3) 负责生物实验室的安全管理工作，参与并配合学校安全巡查组的检查。

(4) 配合实验室负责人建设和发展科学实验室。

(5) 制定并完善实验室安全管理条例，例如实验室运行记录、贵重设备仪器使用制度。

(6) 培训并监督学生助理协助实验室管理员处理实验室与其他办公日常事宜。

(7) 负责实验室日常使用的登记记录。

(8) 负责实验室试剂、材料、耗材的清点、订购、验收与记录。

(9) 协助外教科研和完成领导交办与部门的其他工作。

**聘任条件：**

(1) 生物学相关专业，大学本科以上学历，有中外合作大学或海外求学经历者优先。

(2) 有良好的中英文口语及书面交流能力。

(3) 有在高校或者教育机构从事相关工作的经历者优先。

(4) 热爱高校工作，能胜任加班及在高强度工作环境下完成任务。

(5) 掌握生物实验基本技能，生物基础良好，有科研经验或有科学辅教经验优先。