

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA

Office of Human Resources

NOTICE OF VACANCY

Position Title	Education & Engagement Coordinator and Lab Manager
Salary	\$40,000 annually; dependent upon experience
Reports To	Dean of the School of Science and Kinesiology
Benefits	USAO offers a comprehensive benefits package including retirement, health, dental, vision and life insurance.
Position Type	Temporary Full-time Non-Exempt
Hours	Monday–Friday, 8:00 AM–5:00 PM
Supervisory Duties	Serves as supervisor for work studies and lab assistants as deemed appropriate by the school dean
Open Until	Until Filled

Position Summary

This temporary, full-time position fulfills community engagement, educational support, general school coordination, and laboratory management responsibilities in the School of Science & Kinesiology at the University of Science & Arts of Oklahoma, under the direction of the Dean, for the Fall 2026 term. The anticipated start date for this position is August 15, 2026.

Essential Duties & Responsibilities

The following duties are representative of the essential functions of this position. This list is not exhaustive, and other duties may be assigned as needed.

School Coordination

- Assist the school dean and faculty with timely procurement of supplies and management of financial information.
- Assist the school dean and faculty with term scheduling, scheduling of office hours, and other requests as deemed necessary.
- Provide transfer advising support to faculty during the summer term as needed.
- Work alongside the School of Science & Kinesiology dean to establish and maintain relationships with internship partners and co-institutional program partnerships.
- Assist the dean with other school needs as they arise.
- Serve as supervisor for work studies and lab assistants as deemed appropriate by the school dean.

Lab Management

- Maintain a clean, functional, and safe shared laboratory preparation area in accordance with applicable national laws and regulations (OSHA).
- Work with faculty and work-studies to ensure shared laboratory spaces are clean and functional for all.
- Maintain a clear and up-to-date chemical inventory using the Chemventory database.
- Provide safety training for laboratory work-study students and faculty as needed.
- Serve as point person for laboratory supply ordering for educational lab courses.
- Help maintain the greenhouse located within the Jean McLaughlin Outdoor Education & Research Center.

Educational Engagement

- Provide classroom and laboratory support for needs within the Biology, Environmental Science, and IDS programs as directed by the dean.
- Support the dean and school faculty in evaluating and updating the IDS Lab manual as necessary.
- Responsible for the initial set-up and post-lab tear down of the IDS labs each week during academic terms.
- Act as coordinator for community engagement activities, workshops, and partnerships with the JMOERC and campus garden opportunities; work with connected USAO faculty and community organizations and partners to develop term event schedules, assist in the writing of external funding proposals, and run or support events as needed. A minimum of three events per academic term is required, which may include occasional after-hours or weekend work.
- Support instructional activities, including Principles of Biology laboratories and assisting with the Introduction to Environmental Science laboratory in the Environmental Science and Biology programs. Individuals with teaching assignments who do not hold a master's degree with 18 graduate credit hours in the discipline must be actively enrolled in graduate studies and will serve under the supervision of a full-time faculty instructor of record when participating in instructional activities; those without 18 hours of graduate work in Biology, Environmental Science, or a related field must demonstrate active pursuance of graduate work in one of these fields. Staff teaching responsibilities are subject to all applicable University policies, procedures, and instructional requirements.

Required Qualifications

- Bachelor's degree in Environmental Science or a related field, with 18 hours of graduate work in Environmental Science, Biology, or a related field. Candidates beginning a graduate program in the Fall 2026 or Spring 2027 semesters may be considered.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift up to 50 pounds.
- Ability to remain on feet for extended periods.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in laboratory, classroom, greenhouse, and school office settings.
- May require occasional after-hours or weekend work to support community engagement events.

About USAO

The University of Science and Arts of Oklahoma (USAO) is Oklahoma's only public liberal arts university, located in Chickasha, Oklahoma, approximately 40 miles southwest of Oklahoma City. A proud member of the Council of Public Liberal Arts Colleges (COPLAC), USAO is charged by the Oklahoma State Regents for Higher Education to provide an outstanding general education program with strong offerings in the liberal arts and sciences. For more information, visit www.usao.edu.

To Apply

Complete the USAO application at <https://usao.edu/about/personnel.html>

When completing the USAO application, please attach:

- A letter of interest
- A detailed resume
- Three (3) professional or academic references
- Any necessary transcripts

If you have any questions, please email careers@usao.edu or visit the Office of Human Resources in person:

University of Science & Arts of Oklahoma | Troutt Hall, Room 306 | 1727 W. Alabama Ave., Chickasha, OK 73018

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided with resources for reporting.
