



trade articles and publications, as well as conference attendance to keep apprised of the current practices.

- Assists with the development of lab policies and procedures related to the proper use and maintenance of the laboratory and research equipment and communicates these policies and procedures to stakeholders.
- Coordinates the storage, usage and disposal of biohazardous, chemical and radioactive wastes, as required within the positions' scope of authority.
- Coordinates scheduling and usage of the laboratory work areas and equipment.
- Ensures that laboratory equipment is maintained in good working order by monitoring the state of equipment, performing or arranging for preventive maintenance and/or repairs as necessary. Keeps an inventory of equipment, repairs and service contracts.
- Coordinates the maintenance of the laboratory facilities which includes the establishment of maintenance requirements of research laboratory facilities and equipment and assists with vendor negotiations.
- Monitors compliance with institutional safety policies within laboratory setting and reports any discrepancies to the Manager of Facilities Services or designate. Works in compliance with the Occupational Health and Safety Act and other health and safety related legislation and standards.
- Trains and provides technical support to students, laboratory staff and faculty relating to the use of laboratory equipment.
- Conducts public tours of the research laboratory upon request.
- Performs other duties as assigned.

## **QUALIFICATIONS:**

### **Education:**

- A Master's degree in a related discipline (biology, chemistry or other related science discipline) from a recognized university with Canadian accreditation.

### **Knowledge, Skills and Abilities:**

- A minimum of 3 years of related experience in an academic research laboratory environment
- Knowledge and proficiency working with computer and software programs (i.e. Microsoft Excel, Word, Windows, Databases, Internet, Email) and with NOSM's custom programs
- Experience in interpreting, explaining and applying policies and procedures
- Proven experience in coordinating various tasks under tight deadlines
- An understanding of Indigenous and French communities and their needs as it relates to medical education
- The ability to communicate effectively and to express oneself clearly verbally, and in writing, and uses a variety of media
- Work within established organizational practices, protocols and policies
- Demonstrated experience conducting scientific experiments and research
- Demonstrated experience developing and working with biohazard safety protocols and procedures and specialized laboratory equipment
- Biosafety Level II Training Certification
- Radiation Use and Safety Training
- Chemical Hazard Training

### **Language:**

- Must be able to communicate effectively in English (verbally, written and comprehension)
- French/Indigenous language skills would be considered asset

Interested candidates are invited to submit a resume along with verification of academic accomplishments quoting the competition number # **2017-1090-RC** no later than **July 17, 2017 at 4:00 PM** to:

**Northern Ontario School of Medicine**  
**Attention: Human Resources**  
**935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6**  
**Email: [HR@nosm.ca](mailto:HR@nosm.ca)**  
**Fax: (705) 671-3880**

*The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at [hr@nosm.ca](mailto:hr@nosm.ca).*

*The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.*

*While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.*