

Skyline ON-SITE Operations Coordinator for the BioSCOPE Project

BioSCOPE On-Site Operations Coordinator at Skyline College

Summary:

The On-site Operations Coordinator is a student who provides coordination of materials, production and student volunteers at Skyline College for the BioSCOPE project. The coordinator will work with faculty at Skyline and the program manager of the project from BABEC for review, updates, mentoring. This position is part-time and term position for the duration of a semester.

Description of Job Tasks:

Materials and inventory coordination:

- a. Determine and Inventory materials needed for the project.
- b. Informs instructor for materials purchasing.
- c. Ready materials needed for in-class use or club use for production

Volunteer/Production coordination:

1. Coordinate technicians during the manufacturing or BioSCOPE Club in production, documentation, quality control, data analysis.
2. Teach and guide the production process as necessary
3. Oversee the production volunteers and production line when in progress
4. Delegate tasks as needed
5. Coordinate in-class participation of BioSCOPE projects, if applicable
6. Ensure each student fills out pre and post assessment forms
7. Ensure each student log-in hours after each production day
8. Ensure a bulk-log-in hours is filled in if the activity duration is short but spans several weeks
9. Assist the main instructors on the BioSCOPE project as needed (products to order, approved vendor's list, preparation of materials, in-class assistance, etc)
10. Communicate with BioSCOPE Program Manager on a bi/weekly basis (via zoom) or via email as needed
11. Obtain videos/pictures of BioSCOPE manufacturing technicians performing work
12. If time allows, assist the program manager in updating SOPs and other projects to improve the website or scope of work
13. Present results of work or data collection to BioSCOPE team
14. Assist the Program Manager as needed
15. Prep activities for students (help faculty)
16. Understand and pre-plan workflow

Not included in the Scope:

Work done as a student aide for work other than BioSCOPE

Project Constraints:

Human resources may not be sufficient to finish production

Resources (supplies) may not be sufficient or received in a timely manner to finish production

Pay: Pay will be \$16/hr. Maximum 8-12 hours per week to end Dec 15, 2019

The position is probationary for the first 4-weeks of employment. A progress review will be done at the end of 4 weeks. If the employee is not fulfilling the role of the On-Site Coordinator satisfactorily, the position will be terminated.

Deliverables:

- In-class project, if applicable
 - Products for the BioSCOPE project
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BABEC Organizational expectations:

Meetings: in person/video meeting on a bi/weekly basis. These meetings will cover:

1. Updates at College - products/students/time/resources needed
2. Challenges
3. Next steps

Point of Contact: Ying-Tsu Loh, BABEC Staff and Program Manager of BioSCOPE; yingtsu@babec.org

Emails:

1. You will use your private or school email for correspondences.
 2. Please cc Ying-Tsu on emails regarding the BioSCOPE project (to students, instructors, etc).
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