



**SCIENCE LAB TECHNICIAN
(MATH & SCIENCE DEPARTMENT)
FILING DEADLINE: August 25, 2011 by 4:00pm**

Position Description:

Under the direction of the Vice President of Academic Affairs, perform responsible work in the planning and setting up of teaching lab materials for courses in chemistry (including introductory, general, and organic chemistry) and biology (including introductory biology, microbiology, and physiology); maintain laboratories, stockrooms and instrument rooms in an orderly, safe, and efficient manner; provide work direction and guidance to student assistants; assist in semester schedule planning.

REPRESENTATIVE DUTIES

- Plan lab set-ups for classes according to established guidelines.
- Calculate, mix, prepare and oversee student preparation of materials and equipment for lab procedures, demonstrations and lab exams.
- Oversee the removal of lab set-ups; clean labs and classrooms; assure proper disposal and sterilization of equipment and tools.
- Maintain laboratories, stockrooms and instrument rooms; purchase local supplies for labs as needed; oversee routine clean-up of assigned areas to assure security, health and safety requirements are met; calibrate and check instruments and obtain service if needed.
- Assist instructors and students in the use of a variety of equipment, materials and supplies in the instructional setting; provide assistance to students according to instructions by instructors.
- Prepare and issue material and equipment for student use; maintain records of materials and equipment used by students; prepare equipment breakage reports as necessary.
- Maintain current inventory of equipment, materials, supplies and chemicals; oversee and assure security of laboratory equipment and process claims according to established procedures and guidelines; monitor budgets and inform instructors of budget status; communicate with vendors; research and purchase equipment and supplies as assigned.
- Perform instructional support duties; develop and implement ideas for new labs; develop audio-visual materials and models for classroom use; set up demonstrations for lectures.
- Install software on classroom computers; delete outdated files from hard drives; assist faculty in the development of software for use in laboratory experiments.
- Coordinate communications to assure efficient and appropriate operation of labs; communicate with local schools.
- Adjust, maintain and perform minor repair to equipment; report major repair needs or arrange for repairs according to established procedures.
- Prepare and maintain various records and reports related to laboratory operations and activities as required.
- Assist in the coordination of the use of lab facilities, assuring the availability of appropriate supplies and equipment.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- ◆ Principles, practices, procedures and equipment of a variety of science lab.
 - ◆ Current regulations and laws pertaining to regulated substances and chemical wastes.
 - ◆ Care, keeping and propagation of living material and biological specimens.
 - ◆ Safety regulations involving area of specialty.
 - ◆ Plan lab set-ups according to established guidelines.
 - ◆ Prepare or oversee student preparation for each lab procedure, demonstration and lab exams.
 - ◆ Operate lab equipment.
 - ◆ Oversee the removal of lab set-ups and return to proper areas or dispose of appropriately.
 - ◆ Provide information and assistance to students and staff.
 - ◆ Assure the care and security of assigned equipment, materials and supplies.
 - ◆ Maintain learning equipment in proper working order.
 - ◆ The ability to establish and maintain effective relationships with students, faculty, and others.
- Any combination equivalent to a Bachelor's degree in chemistry, biology, or a related field **and** two years of practical experience in a science laboratory.

CONDITIONS OF EMPLOYMENT

Regular, full-time, 12 months per year classified position. Salary range 23 on CSEA salary schedule: \$3,091 to \$3,755 monthly (5 Steps); **Hours: Tuesday-Thursday, 10:00am-7:00pm, Friday-Saturday, 9:00am-6:00pm.** District provides health benefits, which currently consist of full medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents. District-assisted life, accident and income protection insurance is provided for the employee only. Must become a member of the California School Employees Association (CSEA) and the Public Employees' Retirement System (PERS). The District pays the classified employee's contribution to PERS.

APPLICATION PROCEDURE

The following items must be received by the final filing date in order to be considered in the initial screening:

- 1) A completed Hartnell College Classified Application.
- 2) A resume and cover letter.
- 3) Copy of college transcripts from accredited institutions verifying educational degrees.

All materials submitted in the application packet are for this position only and become the property of the District. The materials will not be returned or considered for any other openings.

SUBMIT APPLICATION MATERIALS TO:

**Hartnell Community College District
Human Resources and Equal Employment Opportunity
411 Central Avenue
Salinas, California 93901
(831) 755-6706
Fax: (831) 755-6937
Email: work@hartnell.edu**

Applications available on our website at: www.hartnell.edu/hr

Equal Opportunity Employer