

Laboratory Technician I
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=126888>

Downloaded On: Dec. 16, 2019 2:16am

Posted Jul. 30, 2019, expired Nov. 26, 2019

Job Title	Laboratory Technician I
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Jul. 30, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Research/Technical/Laboratory
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Apply By Email

Job Description

Laboratory Technician I

Position Number: 2013141012

Department: Chemistry

Job Category: Classified Unit A

Time (Percent Time): 47.5%

Term (months/year): 12 months/year

Current Work Schedule (days, hours):

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Salary Range: A-79

Salary: Steps 1 - 6, \$2,054 - \$2,621 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 07/28/2019

Initial Screening Date: 08/20/2019

Open Until Filled: No

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on August 20, 2019, are assured consideration.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. Two (2) letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. College and/or university transcripts showing the awarded/conferred degree (if applicable) are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

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Employees working less than fifty (50%) percent are not eligible for health and welfare benefits. The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

DEFINITION

Under direct supervision, provides instructional support services for faculty and students of the Chemistry program; assists in preparing and setting up laboratory exercises, demonstrations, instructional materials, and supplies; assists students and faculty in the use and operation of equipment and materials related to the Chemistry program

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Dean, Natural Sciences. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level in the Laboratory Technician - Chemistry class series. Initially under close supervision, incumbents with limited experience learn to perform more routine tasks and lab work in the Chemistry program. Initially, work is usually supervised while in progress and fits an established structure or pattern and exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Laboratory Technician II - Chemistry in that the latter performs more advanced lab technician services requiring additional training and/or experience.

Essential Duties/Major Responsibilities:

1. Assists in preparing and setting up laboratory exercises, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies.
2. Provides instructional support services for the Chemistry program; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment.
3. Operates, demonstrates use of, and maintains various laboratory equipment and materials, including

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lab solutions, reagents, and unknowns.

4. Prepares and sterilizes instruments.
5. Cleans and ensures proper storage of laboratory equipment; ensures laboratory and work areas are in clean and orderly condition.
6. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
7. Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.
8. Assists in training student workers.
9. Submits work orders for maintenance and repair of equipment and facilities.
10. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Performs other related duties as assigned.

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

1. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the Chemistry program.
2. Basic methods and procedures for preparing course materials and laboratory exercises and demonstrations used in Chemistry courses.
3. Set-up, operation, demonstration, and maintenance of various tools and equipment used in the Chemistry program.
4. Methods, practices, and techniques of student learning and instruction.
5. Modern office practices, methods, and computer equipment and applications related to the work.
6. Record keeping principles and procedures.
7. English usage, spelling, vocabulary, grammar, and punctuation.
8. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills and Abilities:

1. Learn principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the Chemistry program.
2. Assist students and faculty in the use and operation of equipment and materials related to the

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Chemistry program.

3. Create an engaging and positive learning environment in a laboratory or other learning environments.
4. Learn and demonstrate proper use and maintenance of equipment, materials, and supplies used in the Chemistry program.
5. Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
6. Estimate and order required supplies and equipment.
7. Establish and maintain a filing, record keeping, and tracking systems.
8. Organize own work, set priorities, and meet critical time deadlines.
9. Operate modern office equipment including computer equipment and software applications programs.
10. Use English effectively to communicate in person, over the telephone, and in writing.
11. Understand scope of authority in making independent decisions.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to an Associates degree from a regionally accredited college in chemistry or related field and one (1) year of full time equivalent experience working in a classroom, laboratory, or similar setting.

Equivalencies:

Preferred Qualifications:

Associates degree from a regionally accredited college is preferred.

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Employees work in a laboratory/classroom and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, and hazardous physical substances. Employees may interact with staff and/or students in interpreting and enforcing

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departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a laboratory/classroom environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied lab equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Incumbents in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

Hazards:

Conditions of Employment:

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [\[url=mailto:employment@mtsac.edu\]employment@mtsac.edu](mailto:employment@mtsac.edu).

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-



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4225. E-mail: [url=mailto:employment@mtsac.edu]employment@mtsac.edu.

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our [url=mailto:http://hrjobs.mtsac.edu]employment website to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).



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Cancel RTF Policy:

We reserve the right to reopen, re-advertise, delay, or cancel filling this position.

To apply, visit [url=https://apptrkr.com/1553995]https://hrjobs.mtsac.edu/postings/7262

[img]https://www.jobelephant.com/img.php?id=1553995&image=logo"/>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Mt. San Antonio College

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