Assistant, Senior Lab
Austin Community College

Job Title	Assistant, Senior Lab
Department	Senior Lab
Institution	Austin Community College
	Austin, Texas
Date Posted	Jun. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
	Research/Technical/Laboratory
Apply Online Here	https://apptrkr.com/5355466
Apply By Email	
Job Description	

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

If you are a current Austin Community College employee, please click this link to apply through your Workday account

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
Assistant, Senior Lab

Job Description Summary:
To provide lab and/or technical classroom support services to students, faculty and staff.

Job Description:

Description of Duties and Tasks

1) Ensures safe laboratory conditions including safe and secure handling and storage of supplies and equipment. May recommend, implement, and maintain safety standards and departmental policies and procedures to comply with federal, state, and local hazardous materials, health and safety, hazardous waste regulations, and other applicable regulations.
2) Organizes, plans, and prioritizes laboratory activities for designated area.
3) May assist students in use of lab equipment and facilities.
4) Performs clerical duties including operating a computer, maintaining records and files, and compiling

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data and reports as required.
5) Maintains an inventory of supplies and materials.
6) Initiates purchase requisitions, controls expenditures, and prepares cost estimates for budget recommendation; submits justifications and requests for capital outlay items; may prepare specifications and analyze bids for purchases.
7) Operates, installs, maintains, and troubleshoots equipment; sets up, configures, and calibrates new equipment. Performs routine maintenance and repair.
8) Collects data, records, and other information, and submits reports as required.
9) May oversee or delegate related tasks to others as deemed appropriate by the supervisor.
10) Other duties as assigned.

Knowledge

* Knowledge of specialized discipline depending on the area of assignment.
* Hazardous material/waste handling and disposal.
* Laboratory safety practices.

Skills

* Maintaining an established work schedule.
* Effectively using interpersonal and communications skills.
* Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
* Understanding and following instructions precisely.
* Handling lab materials precisely and accurately.
* Effectively working with a diverse and multicultural student body.
* Maintaining confidentiality of work-related information and materials.
* Establishing and maintaining effective working relationships.

Technology Skills

* Use a variety of spreadsheet, word processing, database, and presentation software.
* Use related laboratory software applications.

Required Work Experience

* Two years related work experience.

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Required Education

* High school diploma or educational equivalent.

Physical Requirements

* Work is performed in a variety of settings.
* Subject to standing, walking, sitting, bending, reaching, pushing, and pulling, and at times subject to stooping, crawling, and climbing.
* May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
* May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
* Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Salary

$45,760

Number of Openings:1

Job Posting Close Date:
July 8, 2024

Clery Act

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 resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to

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perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Assistant--Senior-Lab_R-6236

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Contact Information

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

Contact

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