

Laboratory Assistant  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244621>

Downloaded On: Nov. 21, 2024 7:56pm

Posted Sep. 10, 2024, set to expire Jan. 28, 2025

**Job Title** Laboratory Assistant

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Sep. 10, 2024

**Application** Open until filled

**Deadline**

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Research/Technical/Laboratory

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4652248/laboratory-assistant>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of

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birth, pictures, etc.) on your application or attached documents.

- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### SUMMARY DESCRIPTION

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Under general supervision from administrative or academic staff, assists in the preparation of materials and demonstrations for an assigned instructional area; ensures adequate inventory of supplies and materials is maintained; ensures lab equipment is maintained; may provide limited and routine assistance to students within the assigned subject area; and maintains the general cleanliness of the assigned laboratory.

### **DISTINGUISHING CHARACTERISTICS**

Positions in the Lab Assistant class are distinguished from the Lab Technician by the depth of subject knowledge required and the level of responsibility assumed. In comparison to the Lab Technician, positions at this level work under closer supervision and perform more routine functions requiring less knowledge of the subject area. Lab Assistant positions may have a basic understanding of the functional use of specialized equipment but are not required to demonstrate the use or troubleshoot major problems. Incumbents in this class will learn to use specialized lab equipment over time and are expected to be able to operate and perform routine demonstrations and troubleshooting by the end of the probationary period. Employees at this level should have some related experience and are expected to become fully aware of the operating procedures and policies of the work unit.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:

1. Assist instructors in preparing instructional materials; prepare study sheets, visual instructional aides, sample exercises and exams, and laboratory experiments as directed; may assist in maintaining related records.
2. Assist in preparing for laboratory demonstrations; set up laboratory apparatus; demonstrate proper care and cleaning procedures for laboratory equipment.
3. Maintain a clean and safe learning environment; clean floors, table tops, desks, and furniture; maintain, clean, and test assigned equipment.
4. Participate in the ordering and maintenance of supplies, materials, and equipment; store, discard and rotate materials according to standard procedures; receive, may assemble, and test new equipment.

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5. Respond to inquiries and requests for information or forward to appropriate departments or individual; answer phones; relay messages for faculty and staff.
6. Perform related duties as required.

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

Basic principles and practices of laboratory operations.

Basic operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.

Proper methods of storing equipment, materials, and supplies used within the assigned laboratory.

Principles and procedures of record keeping and filing.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Occupational hazards and standard safety practices.

#### **Ability to:**

Understand and follow directions.

Learn and apply department policies, procedures, rules, and regulations.

Learn to operate a variety of specialized equipment.

Learn the use of supplies and materials specific to the subject area.

Assist in the preparation of instructional materials and demonstrations for an assigned subject area.

Correctly and efficiently set up laboratory equipment and materials used in exercises and experiments.

Properly store materials.

Understand the basic mechanical function of and perform routine maintenance and repairs on laboratory equipment within assigned area.

Maintain the cleanliness of assigned laboratory.

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Ensure adherence to safe work practices and procedures.  
Effectively monitor and maintain an adequate inventory of materials for instructional programs.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

Some college level course work or other technical training in a field related to area of assignment and that provides exposure to a lab environment is highly desirable.

#### **Experience:**

One year of experience working in a related field is highly desirable.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a laboratory setting; may be exposed to noise, dust, grease, smoke, fumes, noxious odors, and gases; work with laboratory equipment and apparatus; may work with water. At least minimal environmental controls to assure health and comfort; limited exposure to risks controlled by safety precautions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch,

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reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate laboratory equipment and apparatus requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; may require the wearing of safety glasses or goggles, lab coats, rubber or plastic gloves, respirators or face shields.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

## Supplemental Information

Initial Screening Date: **September 30, 2024**

Range **116** of the **CSEA** Salary Schedule

Work Schedule: **Tuesday – Thursday (7:00 AM – 1:00 PM) and Friday (7:00 AM – 2:00 PM)** -  
Schedule and shift are subject to change in accordance with the department's needs.

Hours per Week: **25 (62.5% of Full-Time)**

Months per Year: **12**

### **Special COVID-19 Notice:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.



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The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).



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**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**





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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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