

Science Laboratory Coordinator - Biology
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=248961>

Downloaded On: Nov. 19, 2024 11:44am

Posted Nov. 18, 2024, set to expire Dec. 9, 2024

Job Title	Science Laboratory Coordinator - Biology
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Nov. 18, 2024
Application Deadline	12/09/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Agriculture/Animal Care
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Job Description	

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Science Laboratory Coordinator - Biology

Salary: \$67,929.00 - \$83,544.00 Annually

Location: Madera Community College, CA

Job Type: Permanent

Division: MCC Science, Tech, Engineering, Math

Job Number: 2024091

Closing: 12/9/2024 11:59 PM Pacific

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General Purpose

Under direction, coordinates and manages the operations and safety of assigned science laboratories; sets up and prepares laboratory equipment, materials and supplies to support student learning; prepares and tracks laboratory budgets and prepares purchase requisitions; maintains an appropriate inventory of chemicals, supplies and other consumables; safely stores hazardous chemicals and other materials and arranges for their safe removal in accordance with all District policies and environmental protection regulations; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Manages, coordinates and participates in preparation, set up, monitoring and breakdown of equipment and materials for laboratory classes, exercises and experiments; creates recipes, tests, calculates, mixes, prepares, labels and stores a variety of chemical solutions, reagents, media, compounds, bacterial cultures and samples; performs tissue culturing and bacterial work in a sterile environment; tests processes and identifies sound and safe methods to streamline preparation for lab classes.
- Works with faculty in planning for numbers, locations and costs of labs to be offered; prepares budget estimates and budget requests for dean approval; works with faculty to prepare and set up demonstrations, modify lab activities and develop new experiments to support classroom learning; may perform demonstrations of lab exercises for classroom sessions; demonstrates and documents the operations of laboratory instrumentation.
- Performs preventative maintenance, recalibrates, troubleshoots and repairs laboratory equipment and instrumentation including microscopes, gas chromatographs, high-performance liquid chromatographs, spectrophotometers, nuclear magnetic resonators, centrifuges, sterile hoods, pipettes, pH meters, laptops and other laboratory equipment; maintains an inventory of replacement parts; arranges for major repairs by outside vendors.
- Maintains the safety of the laboratory environment; provides instruction and demonstrates safety procedures to students, student assistants and others; may monitor activities in the laboratory to ensure safety procedures are followed; inspects and maintains laboratory safety equipment such as eye washer, safety shower, fire extinguisher, respirator, chemical spill and safety kits; reports the need for any repairs; maintains and updates MSDS notebooks as required by law; maintains accident report guidance documents and files of accident reports.
- Ensures the proper maintenance and cleanliness of laboratories to protect the health and safety

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of students, faculty and staff; oversees and/or cleans and sanitizes classroom furniture and work surfaces and equipment.

- Organizes and stores chemicals, solutions, biological specimens and other hazardous materials in accordance with District policies and procedures and state and federal requirements; prepares hazardous waste labels and disposes of chemicals, solutions, biological specimens and other hazardous materials; autoclaves and disposes of biological wastes; arranges for pickup of hazardous waste.
- Maintains an inventory of chemicals and other materials, supplies and consumables required for laboratory use; estimates materials needed for laboratory exercises and requests inventory replenishment to ensure sufficient supplies are on hand to support laboratory activities; tracks usage of chemicals, supplies and other consumables to anticipate future requirements; organizes and ensures safe storage of various chemicals and hazardous materials.
- Manages or assists in managing the laboratory budget; researches vendors for price and quality; prepares purchase requisitions for inventory replenishment; sets up blanket purchase orders and contracts for service of equipment and instrumentation.
- Participates in selecting, training and providing day-to-day lead work direction to student assistants, aides and volunteers; assigns and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; provides information, instruction and training on work procedures and technical, legal and regulatory and safety requirements; assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission goals and values.
- Coordinates with instructors the scheduling and coverage of laboratory sessions; writes and maintains laboratory documents and records; works with faculty in writing or revising laboratory manuals.
- Adapts laboratory protocols and procedures for students with disabilities and service animals.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Provides for the care and maintenance of live animals and plant species.
- Performs research on new equipment and recommends purchases and replacements within budget limitations.
- Manages and ensures quality control for a microscope slide inventory for lab courses.
- Solicits and coordinates with others to receive donations of equipment and supplies from local organizations.

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- May serve on campus and District committees.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Theory, concepts, scientific fundamentals, methods and processes, tools, equipment and instrumentation used in the scientific discipline in which assigned.
- Formulas, equations, solutions, substances, weights and measures, reactions and symbols used in the assigned area of scientific specialty.
- Advanced knowledge of chemical hygiene and state and federal laboratory standards, practices and procedures applicable to laboratory safety.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Uses and operations of computers with standard business and specialized software and methods and procedures for diagnosing and resolving minor hardware and software problems in a classroom or laboratory environment.
- Office practices and procedures, including recordkeeping.
- District budgeting and purchasing policies, practices and procedures.
- District environmental safety policies and procedures and safety methods and practices applicable to the assigned laboratory including the safe mixing, storage and disposal of hazardous chemicals and biohazards in accordance with state and federal requirements.
- General methods and practices of student instruction and tutoring applicable to a science laboratory environment.

Skills and Abilities to:

- Assist faculty and instructors in planning, organizing and preparing classroom and laboratory demonstrations, experiments and classroom/laboratory materials.
- Demonstrate and walk students and others through operations of specialized instrumentation, equipment, tools, hardware and software in assigned scientific laboratories.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Assign and inspect the work of student assistants.
- Train, demonstrate, inspect, enforce and monitor safe work practices and safety compliance by

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faculty, student assistants and students in a laboratory environment with hazardous chemicals and biohazards.

- Provide effective information and guidance to students in subject-matter areas applicable to assignment; accurately, thoroughly and clearly answer students' subject-matter, equipment-use and technology questions.
- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action.
- Understand, interpret, explain and apply applicable laws, codes and regulations including OSHA.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and standard business software.
- Maintain the confidentiality of department and student records and information.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in scientific disciplines applicable to specific scientific laboratories, and at least one year of experience in a scientific laboratory involving the use of equipment and instrumentation in conducting scientific experiments; or an equivalent combination of training and experience. Experience working with college-age students in an organized educational environment is highly desirable.

Completion of safety training and safe handling and disposal of hazardous chemicals certification may be required.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit and stand; talk; hear

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signal warnings and operating equipment sounds and conversations by telephone and in person; smell; use hands to finger, handle or operate objects, tools, or controls; and reach with hands or arms. Employees are frequently required to walk, bend, stoop and twist and are occasionally required to climb, kneel and crouch. Employees must frequently lift, move and/or carry up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, the ability to distinguish basic colors and shades, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral and written communications skills; read technical manuals, documents or instructions; analyze and solve problems; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed and precise work with a high attention to detail; work on multiple concurrent tasks with constant interruptions; and meet time-sensitive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in a laboratory environment and are regularly exposed to hazardous materials, such as acids, corrosives and cleaning materials, toxic fumes and biological hazards. Employees are also exposed to hot equipment, such as hot plates, hot testing equipment and open flames and may be exposed to broken glass and radioactivity. Employees are occasionally exposed to loud noise in the work environment that requires wearing hearing protection.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATIONSUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE

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REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will also include an online competency assessment (50% weight) and an oral interview assessment (50% weight). Of those achieving a passing score on the competency assessment, only the most qualified will be invited to the performance assessment. Passing score is 75% out of 100% on each examination section.

TESTING TENTATIVELY SCHEDULED AS FOLLOWS:Competency Assessment: December 11, 2024

Oral Interview Assessment: December 19, 2024

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Madera Community College Open-Competitive List. Using the same process, a separate Madera Community College Promotional List will be established, and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies in this classification at Madera Community College for at least six months.

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform

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the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4730453/science-laboratory-coordinator-biology>

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Contact Information

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

Contact

N/A

State Center Community College District

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