

**Academic Lab Specialist
Central Oregon Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=258355>

Downloaded On: Jun. 17, 2025 10:47am

Posted Jun. 16, 2025, set to expire Jul. 6, 2025

Job Title Academic Lab Specialist
Department Science
Institution Central Oregon Community College
Bend, Oregon

Date Posted Jun. 16, 2025

Application Deadline 07/06/2025

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Research/Technical/Laboratory
Educational Services

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Job Description

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Position Number: B68PD

Starting Wage/Salary: \$23.12-\$24.05/hr plus exceptional benefits, subject to change based on current classified negotiations

Close Date: 07/06/2025

Primary Purpose:

Prepare and set up equipment and supplies for student laboratory experiments. Manage equipment and supplies, maintain material inventory control, prepare and safely dispose of chemical solutions in compliance with appropriate regulatory guidelines, maintain and repair laboratory equipment, and keep lab/work areas clean.

Essential Duties and Responsibilities:

- Prepare, maintain and set up solutions, equipment and supplies for student laboratory experiments within scheduled timeline.
- Maintain safe and clean lab / work areas in compliance with the COCC Chemical Hygiene Plan, including performing quarterly lab safety checks.
- Determine the proper storage areas for reagents, organisms and chemicals used in the teaching labs. This includes: a) adherence to temperature and humidity requirements for reagents and chemicals that arrive in the lab b) adherence to expiration dates for chemicals and reagents used in lab c) consideration of lighting, temperature, water and food requirements for living organisms shipped to the college and temporarily housed in the labs or instrument rooms.
- Carry out hazardous procedures in a safe manner and in compliance with appropriate regulatory guidelines. This includes the proper storage, handling, and disposal of potentially hazardous materials.
- Work with a small team of lab specialists and supervisor, effectively supporting and covering for each other to provide the best student experience, including support of the Bend, Madras, Prineville, and Redmond labs when needed.
- Create order lists to obtain equipment and supplies. Maintain material and supply inventory control.
- Participate in workgroup training, advisory committees, college sponsored events, and programs, hazardous materials training, lab staff team meetings and department discussions.
- Troubleshoot and improvise if an element in the lab is not working as expected by using alternative methods on hand, consult technical manuals, obtain technical support from suppliers

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and/or conduct internet information searches.

- Perform other essential duties as assigned and pertains to the overall objective of the position.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Ability to maintain inventory and create order lists for all biology, chemistry and other science labs each term to ensure correct amounts of material and arrival in a timely manner.
- Ability to participate in mandatory hazardous materials training, lab staff team meetings and department discussions.
- Ability to manage time to prepare and clear labs on a tight schedule. Time management skills are critical in ensuring that labs are ready at the proper times.
- Ability to understand and organize information from written and verbal procedures to ensure that lab preparations are done accurately.
- Ability to handle revisions in lab schedule for a particular course on short notice remaining flexible and improvising when necessary.
- Ability to use scientific equipment such as data-collection devices and probes, autoclaves, compound and dissecting microscopes, electronic balances and triple beam, pH meters, incubators, dishwasher, air compressor, and hotplate/stirrers as well as photocopiers, computer/printer, and microwaves.
- Ability to maintain a collection of human skeletal material and other anatomical specimens; able to work with preserved specimens, including cadavers.
- Knowledge of stoichiometry and be able to make various sterile stock solutions.
- Demonstrated attention to detail to achieve thoroughness and accuracy when accomplishing a task.
- Able to work independently moving supplies and equipment between lab areas and between campuses.
- Must have reliable transportation to travel between campuses.
- Ability to work well in a team of lab specialists as well as with faculty, staff, students, work-study students, public, suppliers, vendors, and repair businesses.
- Ability to communicate effectively, both orally and in writing, using the English language with or without the use of an interpreter.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or

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experience.

Minimum Requirements:

Education

- Associates degree with science program focus.

Experience

- One (1) year of working knowledge of college-level chemistry and biology.
- One (1) year of experience dealing with hazardous materials.
- One (1) year of work experience in a physical science academic or research lab.

License:

Valid Oregon Drivers license, and the ability to meet the College requirements to drive campus vehicles, including 15 passenger van, large Suburban, and electric vehicles while working independently and without supervision; or the ability to obtain within 30-days of employment.

Preferred Qualifications:

- Bachelors degree in Chemistry, Biology, or closely related field with a background in a number of science class sequences in chemistry and biology.
- Experience in General and Organic Chemistry. Experience with the handling and storage of hazardous chemicals.
- Experience with scientific instrumentation such as GC, HPLC and FT-IR.

To apply, visit <https://jobs.cocc.edu/postings/11345>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment.

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Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

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

Contact

Science

Central Oregon Community College

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