

Science Laboratory Coordinator (Chemistry)
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=269355>

Downloaded On: Dec. 13, 2025 5:00pm

Posted Dec. 12, 2025, set to expire Jan. 6, 2026

Job Title Science Laboratory Coordinator (Chemistry)
Department Science Math & Health Sciences
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Dec. 12, 2025

Application Deadline 01/06/2026

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Research/Technical/Laboratory

Apply Online Here <https://apptrkr.com/6774883>

Apply By Email

Job Description

Image not found or type unknown



Science Laboratory Coordinator (Chemistry)

Rancho Santiago Community College District

Salary Range: Grade 13: \$73,338.25 - \$93,670.77

Job Type: Full Time

Job Number: CL25-01302

**Science Laboratory Coordinator (Chemistry)
Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=269355>

Downloaded On: Dec. 13, 2025 5:00pm

Posted Dec. 12, 2025, set to expire Jan. 6, 2026

Location: Santa Ana, CA

Division: SAC Science Math & Health Sciences

Closing: 1/6/2026 5:00 PM Pacific

POSITION DETAILS

About Rancho Santiago Community College District

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

About the Position

Science Laboratory Coordinator (Chemistry)
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=269355>

Downloaded On: Dec. 13, 2025 5:00pm

Posted Dec. 12, 2025, set to expire Jan. 6, 2026

The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, management, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will contribute to an inclusive and collaborative workplace culture that supports the diverse needs of faculty, management, staff, and students. They will effectively provide services and support to individuals with differing academic preparation levels and unique learning or workplace needs, ensuring equitable access and opportunities for success. Candidates should demonstrate cultural competency, sensitivity, equity-mindedness, and a commitment to anti-racism in all interactions and contributions. Through their role, they will empower students to achieve their educational and career goals while promoting a positive and inclusive environment where faculty and management can thrive, fostering creativity, confidence, and lifelong learning throughout the college community.

Class Summary

Under direction from academic and administrative staff, performs skilled technical duties in the operation and maintenance of science laboratories; performs related duties as required

Representative Duties

Prepares materials and sets up equipment for use in student laboratory demonstrations, experiments, exercises and exams; prepares and issues materials and equipment for student use; performs specialized skilled and technical duties to assure efficient lab operations; assists in the operation and maintenance of instructional labs; participates in the planning and implementation of lab exercises and experiments; implements new or modified policies and procedures as required; analyzes changes in laws and new regulations governing hazardous materials, health and safety, water and air quality, and waste disposal as a basis for new and revised laboratory procedures; and subsequently recommends improvements and modifications in laboratory procedures and operations; implements procedures to comply with federal, state and local hazardous wastes, and security; responds to lab emergencies including injuries and chemical spills; orders and maintains inventory of chemicals, materials, supplies, and equipment; maintains proper rotation and storage of materials; receives shipments and verifies contents; assembles and tests new equipment; performs routine maintenance and minor repairs on lab

Science Laboratory Coordinator (Chemistry)
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=269355>

Downloaded On: Dec. 13, 2025 5:00pm

Posted Dec. 12, 2025, set to expire Jan. 6, 2026

equipment; arranges for major repairs according to established procedures; participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; acquires, handles, and maintains live animals, plants and other organisms; routinely inspects and/or tests safety equipment and supplies in each laboratory; prepares special instructions for non-routine and complex assignments; prepare and maintains various records and reports related to lab operations and activities as required; provides general support for the laboratory rooms including observing and submitting work orders on leaks, hazards, lighting levels and overall appearance; keeps current on matters concerning safety, hazardous materials management, and waste disposal in academic institutions use of maintenance of equipment, and purchasing management; selects, trains, schedules and supervises paid student workers and other personnel as assigned; assigns duties and evaluates job performances; responds to inquiries and requests for information; maintains current computerized inventory and other files as required by regulatory agencies.

Organizational Relationships

This Science Laboratory Coordinator receives direction from academic and administrative staff and exercises functional and technical supervision over student and part-time assistants. The Science Laboratory Coordinator serves as liaison between the department and vendors of materials for science laboratories.

QUALIFICATIONS

Training and Experience

Bachelor's degree from an accredited college or university with a major in biological or a physical science or equivalent, and two years of experience in a biological or a physical science laboratory.

Knowledge and Abilities

Knowledge of: Subject matter and techniques related to assigned laboratories; principles, practices and methods of laboratory operations; principles and practices of hazardous materials management, health and safety, and hazardous waste disposal; operational computer skills; functional characteristics of modern laboratory apparatus, equipment and materials pertaining to assigned laboratories; advanced mathematical principles and scientific concepts; care and maintenance of live animals, plants, and other organisms.

Ability to: demonstrate correct laboratory methods, practices and techniques; correctly and efficiently

Science Laboratory Coordinator (Chemistry)
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=269355>

Downloaded On: Dec. 13, 2025 5:00pm

Posted Dec. 12, 2025, set to expire Jan. 6, 2026

set up lab equipment and prepare materials used in exercises and experiments; stay apprised of current regulations relating to health and safety, hazardous materials, and hazardous waste disposal; interpret regulations, rules, material safety data sheets, and other standards relating to laboratory procedures and practices; generate computerized inventory report and files; understand the mechanical function of and perform routine maintenance and repairs on laboratory equipment in assigned laboratories; handle, care for, and display living organisms; interpret and apply administrative policies, procedures, rules and regulations; select, train, assign work to, and evaluate assigned staff (student assistants and instructional aides); communicate clearly and concisely in English, both orally and in writing; establish and maintain effective relationships with those contacted in the course of work.

Desirable Qualifications

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

APPLICATION PROCESS

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience
3. Academic Transcripts (Unofficial copies of undergraduate, graduate, and post-graduate transcripts).

Foreign Degrees

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

Application Screening

Science Laboratory Coordinator (Chemistry)
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=269355>

Downloaded On: Dec. 13, 2025 5:00pm

Posted Dec. 12, 2025, set to expire Jan. 6, 2026

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Disability Accommodations

Science Laboratory Coordinator (Chemistry)
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=269355>

Downloaded On: Dec. 13, 2025 5:00pm

Posted Dec. 12, 2025, set to expire Jan. 6, 2026

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is an equal opportunity employer. The policy of the District is to encourage applications from persons who are economically disadvantaged and individuals belonging to significantly underrepresented groups within the District's workforce, including ethnic and racial minorities, women, and persons with disabilities. No person shall be denied employment because of ethnicity or race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran or military status, or political or organizational affiliation.

RSCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional employment offer is made to you. After making a conditional offer and running a background check, if RSCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/5162890/science-laboratory-coordinator-chemistry>

Science Laboratory Coordinator (Chemistry)
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=269355>

Downloaded On: Dec. 13, 2025 5:00pm

Posted Dec. 12, 2025, set to expire Jan. 6, 2026

jeid-815f7b5c2fa5f94ba5a33a851bda7a42

Contact Information

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

Contact

Science Math & Health Sciences
Rancho Santiago Community College District

,