Employment Opportunity
Science Laboratory Technician
Biology and Chemistry
(Part-time, 80% assignment)
CL06-41

Apply by: Thursday, September 28, 2006 at 4:00 p.m.

About the Program
Biology and Chemistry instructional program support services are provided at Cabrillo’s Aptos and Watsonville locations. This part time position will support Cell & Molecular (Bio 1A) and Microbiology (Bio 6) classes in Aptos and provide basic lab set-up and stockroom support for the Biology and Chemistry classes at the Watsonville Center. Applicants should be familiar with preparation of culture media, PCR techniques, and preparation of solutions and stains. Additionally, applicants should be knowledgeable in basic Biology and Chemistry lab equipment operation, set-up and maintenance and safety issues related to handling chemicals found in a college chemistry lab.

In addition, a Science Laboratory Technician (Biology & Chemistry) position eligibility pool may be established in order to fill other full, part-time or substitute assignments.

Examples of Duties
Under general supervision of the Biology Program Chair in collaboration with the Chemistry Program Chair and the Dean of Natural & Applied Sciences:

- Prepares and assembles media and equipment used in experiments and demonstrations
- Operates and maintains scientific equipment; researches, orders, issues, receives and stores laboratory materials
- Monitors laboratory supply and material budgets and performs related duties as required/assigned
- Sets up, operates and demonstrates the use of specialized equipment, instruments and apparatus typically found in community college Biology and Chemistry laboratories
- Maintains and coordinates a clean and safe learning environment in the laboratory, laboratory office and storage areas
- Inspects areas for hazardous materials spills
- Prepares and maintains required documentation regarding the purchase, storage and disposal of hazardous chemicals and bio-hazards
- Orders, receives, stores and inventories equipment, supplies and materials for laboratory experiments
- Issues and distributes instructional materials for student use in the lab
- Prepares various media, cultures, solutions, and stains
- Provides technical support and serves as a resource to faculty, students and staff
- Prepares and maintains a variety of records, logs and files related to supplies and equipment inventory and purchase, student assistant schedules and chemical inventories
- Works safely with tools, equipment and hazardous materials
• Operates specialized equipment used in the biology and chemistry laboratories including measuring devices and instruments, hot plates, centrifuges, autoclaves, microscopes, incubators and refrigeration units
• Communicates with instructors, vendors and suppliers regarding science laboratory purchases, operations and equipment
• Assists faculty in writing instructions and designing apparatus for specialized experiments
• Assembles, tests, installs, operates and maintains laboratory apparatus
• Dismantles equipment, cleans and returns to storage or stockroom after laboratory sessions
• May make minor adjustments and repairs on laboratory equipment and arrange for service or repair
• May assist in conducting classroom experiments and demonstrations
• Issues and distributes instructional materials and equipment to students for use in laboratory assignments, keeps records and effects the return of supplies and equipment loaned to students
• Assists in the development of the department budget; monitors the budget and prepares purchase requisitions as directed
• Trains, schedules, assigns and oversees the day to day work of student assistants
• Collects specimens from the field or resource institutions
• Performed related duties as required or assigned

Qualifications

Two years of college coursework majoring in Biology, including coursework in Introductory Chemistry, and two years of responsible science laboratory experience comparable to the duties described above. Additional related college coursework may be substituted for experience on a year-for-year basis. Please Note: Candidates must have successfully completed Biology 1A, Cell and Molecular Biology, and Chemistry 1A, General Chemistry

Knowledge of:

• Laboratory equipment, supplies and materials typically used in instructional science laboratories
• Principles and practices of Biology and Chemistry laboratories
• Preparation of culture media and stock solutions for laboratory experiments
• Technique for collecting and preserving live organisms
• Proper handling, storage and disposal of hazardous materials
• Health and safety precautions used in Biology and Chemistry laboratories
• Operation and maintenance of instructional science laboratory equipment
• Standard office practices and procedures including filing, the operation of office equipment, including personal or on-line computers as well as scientific computer software of laboratory to which assigned
• Oral and written communication skills
• Assembly, installation and operation of scientific instruments, devices and apparatus

Skill in:

• Effectively operate and maintain an instructional science laboratory
• Safely operate, maintain and demonstrate the use of specialized equipment, supplies and materials
• Maintaining records and preparing reports
• Training and overseeing the day to day work of student assistants
• Ensuring proper and safe handling, storage, use and disposal of chemicals, hazardous materials, and other laboratory materials
• Preparing and/or collecting instructional materials for laboratory activities
• Maintaining a clean and orderly laboratory environment
• Operating a personal or on-line computer to enter, edit and retrieve data and generate reports
• Establishing and maintaining effective working relationships with those contacted in the course of work
• Prioritizing duties and working effectively to meet deadlines

Salary
*$2521.40 to $2779.74 per month to start, plus fringe benefits, seven-step schedule to $3379.94 per month plus employer-paid retirement contribution (PERS). Part-time, 80% assignment, 10 months per year; Mondays and Wednesdays 8:00 a.m. to 5:00 p.m. at the Aptos campus; Tuesdays and Thursdays 1:00 p.m. to 5:00 p.m. at the Watsonville Center; Fridays 8:00 a.m. to 5:00 p.m. assignment will be at either campus location as needed. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification. Salary and benefits are subject to proration based on beginning date of assignment.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, in acknowledgement of an individual's previous job-related experience, education and/or relevant other credentials or factors as may be determined.

Cabrillo College provides a benefit stipend up to $5,894.40 per year for employee only and up to $11,168.28 per year for employee plus one dependent, and $15,360.72 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance. Note: Benefits are prorated based on percentage of assignment.

The Service Employees International Union Local 415 is the exclusive bargaining representative for Cabrillo College classified employees. Each employee hired into a classified position shall contribute to the administration of this contract by membership dues or service fee or charitable contribution at a rate of 1.255% of gross salary per month.

How to Apply
Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below:

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
Fax: (831) 477-3545

Postmarks or E-mail transmittals are not accepted

*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application
b) Resume – job related
c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant*).

- Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.

e) Criminal History Inquiry Supplemental to Application

f) Copy of current California driver’s license

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.*

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure**

Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline**

All application materials MUST be received in the Human Resources Department by: 4:00 p.m., Thursday, September 28, 2006. (Postmarks or e-mail transmittal are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.