

Posted: May 5, 2017

POSITION ANNOUNCEMENT
All Qualified Applicants May Apply

SCIENCE LAB TECHNICIAN (Instruction and Classroom Support Technician 2)

Omak campus. The current vacancy is a nine-month, half-time, cyclic, nonscheduled workweek, benefit eligible position expected to begin September 19, 2017, or possibly sooner. Some evening work will be required. The list established by this recruitment will be active for a minimum of three months and will be used to fill this position only.

STARTING SALARY:

Range 44, Step F: \$1761 per month (half-time rate).

This position is in pay status with the exception of the following dates for the next year (subject to change).

November 22, 2017 – November 24, 2017

December 15, 2017 – January 1, 2018

March 22, 2018 - March 30, 2018

POSITION DESCRIPTION:

Support and coordinate the biology and chemistry laboratory (both programs share the same laboratory space), as well as occasional labs in earth sciences and physics, in a manner including but not limited to: preparing and maintaining labs; handling storage, disposal and recycling of chemicals and materials; assisting full- and part-time instructors by coordinating instructional support activities; conducting experiments/demonstrations for biology and chemistry courses; ordering and receiving supplies; helping students in laboratory assignments; help faculty in coordinating student assessment; supervising work-study students; performing word-processing and managing databases.

TYPICAL DUTIES:

- Provide excellent lab tech support for courses in biology (including cell biology, majors plants/animals, anatomy and physiology, and microbiology) and chemistry (especially introduction to chemistry), as well as occasional classes in earth sciences and physics.
- Prepare and conduct demonstrations and laboratory experiments; including equipment, reagent, and document preparation for all laboratories.
- Assist in assessing student work; assist students in laboratory assignments in science.
- Develop, maintain, supervise, and implement safety in the laboratories, stockroom and storage areas.
- Maintain student laboratory records of performance.
- Keep and organize inventories of stockroom materials and order materials to keep laboratories operating.
- Work with work-study students in carrying out the preparation and cleaning of the laboratory. This includes training and assigning specific tasks on a daily basis for work-study students.
- Handle storage, disposal, and/or recycling of chemicals in the laboratories, including updating protocols in coordination with full-time faculty in the sciences.
- Modify laboratory handouts and procedures in consultation with instructors.
- Perform routine cleaning, maintenance, and setup of scientific equipment--e.g. pH meters, UV/VIS, AA, other spectrophotometers, organic equipment, Geiger counters and the distilled water still.
- Perform related duties as required.

QUALIFICATIONS:

- A bachelor's degree with major study in a basic applied science (preferably biology) is desired.
- Lab technician experience.

SPECIFIC POSITION REQUIREMENT:

In order to apply for this position, applicants must have experience in science support activities, including analytical work requiring knowledge of related scientific disciplines.

BENEFITS:

Benefits include: medical and dental coverage, and life and long-term disability insurance as currently provided under the Public Employee Benefits Board, paid holidays, personal holiday and leave days, annual leave, and sick leave. This position is covered by the Public Employees Retirement System.

DEADLINE:

Position is open until filled. Complete applications will be screened as received and continue until the position is filled.

APPLICATION PROCEDURE:

Applicants must submit all of the following (e-mail submission is preferred):

- A cover letter which clearly demonstrates how your education, training and experience enable you to excel in performing the duties and responsibilities of a lab technician.
- A complete WVC application for employment (available on our web site or the human resources office).
- A complete supplemental application (examination) about your relevant experience and training (available on our web site or the human resources office).
- A current resume.
- Copies of transcripts (unofficial are fine).
- Three names of current professional references qualified to assess your work-related experience and your ability to perform the duties specified. Please include references' email and telephone numbers.

It is your responsibility to submit all required application materials before the deadline. Other unsolicited materials will not be shared with the screening committee and cannot be returned to you. **We do not accept faxed application materials.**

Application materials may be requested from and returned to:

**Wenatchee Valley College
Human Resources
1300 Fifth Street
Wenatchee, WA 98801
(509) 682-6440
TDD (509) 682-6837/(509) 682-6853
Email: jobs@wvc.edu
Web site: <http://www.wvc.edu/jobs>**

Assistance will be made available in the application and pre-employment screening processes for applicants with disabilities that request such assistance in advance.

Corrected or extended notices for this recruitment will be posted online and in the human resources office, Wenatchee Valley College (at the above address).

CONDITIONS OF EMPLOYMENT:

In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.

Prior to appointment, the successful candidate must pass a criminal history background check.

Person hired must become a member of the union, WPEA, or pay a representation fee within 30 days after employment.

Wenatchee Valley College is an equal opportunity employer