Employment Opportunity

Science Laboratory Technician
Biology - - CL12-31

Apply by: Monday, October 8, 2012

About the position: The currently advertised full-time assignment will support Biology, which includes the following classes: Botany, Cell and Molecular Biology, Marine Biology and Zoology. Applicants must be knowledgeable in the field of biology and have experience in molecular biology techniques and/or plant systematics. A Science Laboratory Technician eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties: Under general supervision of the Biology Program Chair in collaboration with the Dean of Natural & Applied Sciences (NAS):

- Prepares and assembles media and equipment used in experiments and demonstrations for classroom activities
- Operates and maintains scientific equipment; researches, orders, issues, receives and stores laboratory materials
- Monitors laboratory supply and material budgets
- Sets up, operates and demonstrates the use of specialized equipment, instruments and apparatus typically found in community college laboratories; dismantles, cleans, and returns equipment to storage or stockroom after laboratory sessions
- 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 maintain 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
- Prepares various media, cultures, solutions, and specimens for laboratory presentation
- 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, chemicals 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 laboratory including measuring devices and instruments, water baths, centrifuges, autoclaves, microscopes, incubators, refrigeration units, thermo cycler and electrophoretic equipment
- 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
- May make minor adjustments and repairs on laboratory equipment and arrange for service or repair
- May assist in conducting classroom experiments and demonstrations
- Assists in the development of the department budget; monitors the budget and prepares as directed
- Trains and oversees the day to day work of student assistants; schedules, assigns and reviews work
- Collects specimens from the field or resource institutions, which may require driving and the use of a vehicle
- Performs related duties as required or assigned

Minimum Qualifications: Two years of college coursework majoring in Biology and two years of responsible science laboratory experience comparable to the duties described above. Please note: Additional related college coursework may be substituted for experience on a year-for-year basis.
**Knowledge of:**
- Principles and practices of a Biology laboratory
- Assembly, installation and operation of scientific instruments, devices and apparatus
- Laboratory equipment, supplies and materials typically used in instructional science laboratories
- Preparation of culture media and stock solutions for laboratory experiments
- Technique for collecting and preserving live organisms (e.g. proper handling of live and prepared specimens)
- Proper handling, storage and disposal of hazardous materials including spill clean-up
- Health and safety practices used in a Biology laboratory
- 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 and scientific computer software
- Effective oral and written communication skills

**Ability to:**
- Effectively operate and maintain an instructional science laboratory
- Safely operate, maintain and demonstrate the use of specialized equipment, supplies and materials
- Ensure proper and safe handling, storage, use and disposal of chemicals, hazardous materials, and other laboratory materials
- Maintain records and prepare reports
- Prepare and/or collect instructional materials for laboratory activities
- Maintain a clean and orderly laboratory environment
- Operate a personal or on-line computer to enter, edit and retrieve data and generate reports
- Establish and maintain effective working relationships with those contacted in the course of work
- Train and oversee the day-to-day work of student assistants
- Prioritize duties and work effectively to meet deadlines

**Other Requirements:**
- Possession of and ability to maintain a valid California driver’s license during the course of employment
- Possession or eligibility to obtain a valid collecting permit

**Salary:** $3,273 to $3,609 per month to start, plus fringe benefits, seven-step schedule to $4,387 per month. Full-time assignment, 10 months per year; Monday through Friday, 8:00 a.m. to 5:00 p.m. 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, up to step three, in acknowledgement of an individual's previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate 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.html](http://www.cabrillo.edu/services/hr/apps.html) OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
or fax to: (831) 477-3545
Phone: (831) 479-6217
**EACH APPLICANT MUST SUBMIT:**

a) Completed and signed Cabrillo College classified employment 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) Criminal History Inquiry Supplemental to Application
e) Copy of current driver’s license
f) 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.

**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. Performance exam(s) may be administered.

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: Monday, October 8, 2012. (Postmarks or e-mail transmittals 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.