



## **Temporary Biology Laboratory Technician**

**Job Title: Biology Laboratory Technician, College of Health Sciences (CHS)**

**Job Classification:** hourly, non-exempt \$20.00/hr

**Closing Date:** Position open until filled

**Anticipated Start Date:** October 16th, 2017

**Reporting Responsibility:** CHS Biology Course Lead Instructors and/or Dr. Heather Brown, Dean

### **Biology Laboratory Technician Description:**

Under general supervision of the assigned manager/supervisor, performs specialized and technical duties in the operation and maintenance of science instructional laboratories and stockrooms including hazardous material storage, clean up, and disposal. Prepares, receives, stocks, and issues laboratory reagents, supplies, materials, and equipment; coordinates budgetary requisitions and expenditures for laboratory supplies and equipment, repairs, alterations, preventative maintenance contracts, and blanket purchase orders; and trains and directs student help. Oversees and coordinates biology outreach activities, including summer camps, equipment loan program, and training of student assistants.

### **Typical Duties for CHS Biology Laboratory Technician - Course Support:**

Generates purchase orders for supplies, materials, and equipment needed for laboratories; and prepares instructional materials and equipment for instructor demonstrations and student use. Organizes and facilitates the collection, clean up, and disposal of biohazardous or toxic chemical waste; adheres to state and local laws and regulations relating to health and safety, and safe storage and disposal of hazardous materials; and maintains the stockroom and laboratory in a safe, clean, and orderly condition, which includes functional checks on safety equipment such as eyewash stations, showers, fire extinguishers and hoods. Assures availability of supplies, materials, and equipment needed for laboratories. Prepares and issues materials and equipment for student use; and cleans, sterilizes, performs minor repairs to, adjusts, and maintains laboratory and stockroom equipment. Trains and provides direction to student help as assigned; operates a variety of equipment related to the science lab and stockroom; orders, receives, and stores supplies, materials, and equipment; communicates results of tests and analyses; and prepares and maintains various records and reports related to laboratory operations and consumable materials use. Operates a computer for word processing, spreadsheet, and database applications; and maintains supply, materials, and equipment inventories and related accountability records in a scientific storeroom. Operates a motor vehicle as needed; meets with science faculty, and other Laboratory Coordinators to assist in the design and development of experiments and demonstrations; and performs related duties as required.

Prepares biology equipment and materials (buffers and reagents) for laboratory activities; requires organization of and operational understanding of molecular lab equipment (ex. Thermocyclers, incubators, gel electrophoresis equipment, micropipettes etc.); proficiency with mammalian and bacterial cell culture; tests newly designed laboratory curriculum.

### **Typical Duties for Biology Laboratory Technician - Outreach Support:**

Workshop Coordination (High School Summer Camp and Professional Development for Teachers) including: Advertising and recruiting teachers; Coordinating instructors and planning of the training events; Classroom



Assistance during the training events; and Preparation of laboratory reagents for the training events. Oversight and coordination of the Equipment Loan Program including: Organization and inventory of Molecular Biology Lab Equipment; Preparation of laboratory reagents for classroom activities; Database management and scheduling of equipment loans; Advertising; Curriculum testing (laboratory skills: PCR, transformation, Agarose Gel Electrophoresis etc); and Regional High School Classroom Assistance; Coordination and Training of Student Intern assistants; and Website Development and Maintenance for loan program scheduling and curriculum dissemination.

## **QUALIFICATIONS**

### **EDUCATION/ EXPERIENCE**

Masters Degree Preferred, Bachelor of Science Degree in the Biological Sciences and equivalent experience (including 3 or more years of work experience in a science laboratory, stockroom and classroom setting).

### **SPECIAL REQUIREMENT**

Possess and maintain a valid California Driver's License.

### **ABILITY TO (ESSENTIAL FUNCTIONS)**

The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with students, faculty, and staff; exercise initiative and good judgment; work as a member of a team; and to meet schedules and time lines. The ability to correctly follow a given rule or set of rules to arrange things or actions in a certain order. The ability to understand information and ideas presented orally and in writing; and communicate information and ideas orally and in writing so others will understand. The ability to quickly make sense of information that seems to be without meaning or organization; work independently; set priorities; perform several tasks simultaneously; and compile, prepare, and maintain accurate records and reports. The ability to use a personal computer for word processing, spreadsheet, and database applications; maintain website for laboratory equipment loan scheduling; perform basic mathematical calculations used to solve basic formulas; follow directions accurately; use a microscope; and oversee and train student help. The ability to identify and work with equipment, specimens, supplies, solutions and materials common to the field; maintain stockroom records, equipment and materials in an orderly condition; and respond to emergency calls during non-working hours.

### **TYPICAL EQUIPMENT USED (May include, but not limited to)**

A variety of equipment related to science labs and stockrooms including: computer, microscope, thermocycler, fume and cell culture hoods, incubators, gel electrophoresis equipment, micropipette, autoclave, chemical analytical instrumentation, hand and power tools, VCR/DVD, fax, printer, copier, spectrophotometer, testers, and meters.

### **Applicants should submit:**

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume
- Names, addresses, and telephone numbers of at least three (3) references who can be contacted by the Search Committee and who can speak to a broad range of candidate's professional qualifications

Review of applicants will begin immediately and will continue until position is filled.



Please submit your cover letter, resume, list of references, and any additional information to [hr@cnsu.edu](mailto:hr@cnsu.edu) .  
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California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.