



Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF CLASSIFIED POSITION**

RN 17-48

**POSITION:** Laboratory Technician – Biological Sciences **Full-time, 12 months**

**WORK SCHEDULE:** Tuesday – Thursday: 2:30p.m.-11:00p.m.  
Friday, Saturday: 11:00 a.m. – 7:30 p.m.  
Sunday, Monday: off  
(Hours not to exceed 40 hrs per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

**SALARY:** Range 16, \$3,894.99/ mo. + Benefits

**DEADLINE:** November 20, 2017

**START DATE:** December 12, 2017

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**BASIC FUNCTION:** Under the direction of an assigned supervisor, performs specialized and technical duties in the operation and maintenance of the biological sciences instructional laboratories; performs other related duties as may be assigned.

**REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Operates and maintains the biological sciences instruction laboratories. (E)
- Performs specialized and technical duties to assure efficient laboratory operation. (E)
- Assists teachers and students in the use of equipment in the laboratory. (E)
- Prepares and issues material and equipment for student use. (E)
- Prepares instruction materials and equipment for instructor demonstrations. (E)
- Maintains biological science laboratories in a safe, clean, and orderly condition. (E)
- Mixes, applies, and sprays chemical applications and pesticides. (E)
- Maintains safety, accident, and incident records as required. (E)
- Order, receives, and stores supplies, materials and equipment. (E)
- Maintains chemical and stockroom inventories assuring availabilities for use. (E)
- Adjusts, maintains and performs minor repairs on equipment. (E)
- Negotiates prices with vendors for supplies, equipment, and outsourced equipment repairs. (E)
- Provides work direction to student workers. (E)
- Prepares and maintains various records and reports related to laboratory operations. (E)
- Assist in the coordination of use of an assigned biological science laboratory facilities, assuring the availability of supplies and equipment. (E)
- Operates a variety of equipment related to assigned labs including autoclave, balances, PH meters, spectrometers, centrifuges and other equipment. (E)
- Sets up and grades laboratory examinations. (E)
- Reviews and modifies existing experiments and investigates/tests new experiments to be incorporated into the instructional programs. (E)
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: an associate's degree in a biological science, including biology, microbiology, anatomy, physiology or zoology and two years practical lab-related experience in one or more of the biological sciences.

**KNOWLEDGE OF:**

Principles, practices, procedures and equipment of assigned biology, microbiology, anatomy, physiology and zoology instructional labs.  
Safety regulations involving area of specialty.  
Principles and practices of providing work direction and training.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
District organization, operations, policies and objectives.  
Technical aspects of field of specialty.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform specialized and technical duties to assure efficient lab operations.  
Provide information and assistance to students and staff.  
Assure the care and security of assigned equipment, materials and supplies.  
Maintain learning equipment in proper working order.  
Issue and receive equipment and supplies.  
Plan and organize work.  
Understand and follow oral and written directions.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working relationships with others.  
Meet schedules and time lines.  
Maintain records and prepare reports.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Not applicable – no permanent full-time staff to supervise.

**CONTACTS:** Co-workers, other departmental staff, students, and vendors.

**PHYSICAL EFFORT:**

Dexterity of hands and fingers to set up lab demonstrations and to operate lab equipment.  
Lifting and carrying heavy objects.  
Pulling and pushing carts.  
Reaching to grasp and move supplies.

**WORKING CONDITIONS:**

Instructional science lab environment.  
Exposure to fumes from chemicals and biological specimens and cultures.  
Exposure to potentially-hazardous materials.  
Exposure to live rodents, snakes and other reptiles.  
Chemical fumes.

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**Annual Security Report** is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

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## APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 6:00pm Mon-Thurs and 11:30am on Fridays of the deadline date.

**If any of the listed materials are missing or incomplete, the application will not be considered.**

1. A completed and signed Antelope Valley College *Classified Application*
2. Cover letter (addressing your interest and qualifications)
3. Résumé
4. Transcripts of All college work that supports and substantiates the requirements of the position.  
Transcripts must include verification of degrees conferred.
  - a. No copies of degree/diplomas will be accepted as proof of college education.
  - b. Official documents will be required if the candidate is offered the position.

The application must be filled out completely and signed. Do not indicate “See Résumé” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

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Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office and must be returned to:



Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

Office hours: Monday-Thursday (7:30 am – 6:00 pm)  
Friday: (7:30 am – 11:30 am)

Faxed or emailed materials cannot be accepted.

Unsolicited materials will not be included. Postmarks will not be accepted.

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

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**Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.**

**Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.**

*Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.*  
*Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

**AVC is an equal opportunity employer.**