



Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION

RN17-101

POSITION: Laboratory Technician – Chemistry Full time, 12 months

WORK SCHEDULE: Monday – Thurs: 7:30am-6:00pm
Friday: 7:30am-11:30am
(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

START DATE: June 12, 2018

DEADLINE: May 7, 2018

BASIC FUNCTION: Under the direction of an assigned supervisor, perform specialized and technical duties to assist in the operation and maintenance of a chemistry instructional laboratory; performs other related responsibilities as may be assigned.

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

- Assists in the operation and maintenance of a chemistry instructional laboratory; perform specialized and technical duties to assure efficient lab operations; prepares solvents and equipment for daily lab activities. (E)
- Assists teachers and students in the use of a variety of equipment, materials and supplies in the chemistry lab; assures proper chemical reagents, solutions, laboratory supplies, models, equipment and instruments are ready for use. (E)
- Prepares and issues materials and equipment for student use; provides assistance to students as appropriate, assigned or according to established procedures; maintains records of materials and equipment used by students. (E)
- Prepare instructional materials and equipment for demonstrations. (E)
- Maintains chemistry laboratory environment in a safe, clean and orderly condition; maintains related safety, accident and incident records as required; control and maintain hazardous materials produced during lab experiments and arrange for hazardous materials disposal according to established guidelines and procedures. (E)
- Orders, receives and stores supplies, materials and equipment; maintains inventories. (E)
- Adjusts, cleans, maintains and performs minor repair to equipment; report major repair needs or arrange for repairs according to established procedures. (E)
- Prepares and maintains various records and reports related to laboratory operations. (E)
- Coordinates use of chemistry laboratories ensuring availability of supplies and equipment. (E)
- Operates a variety of equipment related to the chemistry lab. (E)
- Handles and stores waste including hazardous materials; processes waste for disposal. (E)
- Assists instructors with proctoring exams.
- Provides work direction to student worker.
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: Associate's degree in chemistry and two years practical experience in chemistry.

KNOWLEDGE OF:

- Principles, practices, procedures and equipment of assigned chemistry instructional lab.
- 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.
- Methods and procedures related to the handling, storage, use and disposal of hazardous chemicals.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform specialized and technical duties to assure efficient chemistry 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: Instructors, student worker, students, vendors, other departmental personnel.

PHYSICAL EFFORT:

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

WORKING CONDITIONS:

- Instructional chemistry lab environment.
- Exposure to fumes and potentially hazardous chemicals.

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 by close of the HR Office on 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:

Transcripts of **ALL** college work from an accredited institution. (Unofficial transcripts or photocopies will be accepted to establish the application file). Official transcripts will be required if the candidate is offered the position.

***Note:** Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service. For more information please go to: <http://www.avc.edu/administration/hr/employment.html>

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.

Application forms are available on the AVC web site 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 (7:30am – 6:00pm)
Friday: (7:30am – 11:30am)

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.

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.

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

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.