



Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: Laboratory Technician – Physical Sciences **Full time, 12 months
RN17-08**

WORK SCHEDULE: Monday – Friday: 40 hours per week
(Hours not to exceed 40 hrs per week. Work hours/days to be discussed with Supervisor upon hiring)

SALARY: Range 16, \$3,835.17/mo. + benefits

DEADLINE: July 10, 2017

ANTICIPATED START DATE: Summer 2017

BASIC FUNCTION: Under the supervision of the Dean of Mathematics, Sciences and Engineering Division, perform specialized and technical duties to assist in the operation and maintenance of physical sciences instructional laboratories. (According to TOP Code 19, Physical Sciences include: Physical Science, Physics/Astronomy, Chemistry, Earth Science, Geology, and Oceanography)

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

- Assist in the operation and maintenance of physical sciences instructional laboratories; perform specialized and technical duties to assure efficient lab operations; set up laboratory and equipment for instructors. (E)
- Assist teachers and students in the use of a variety of equipment, materials and supplies in the instructional setting; provide assistance to students as appropriate, assigned or according to established procedures. (E)
- Prepare instructional materials and equipment for teacher demonstrations and student use as requested, according to approved procedures; prepare lab handouts related to experiments; assist instructors with proctoring tests. (E)
- Maintain a physical sciences laboratory environment in a safe, clean and orderly condition; mix and apply cleaning chemical applications as required; maintain related safety, accident and incident records as required. (E)
- Order, receive and store supplies, materials and equipment; maintain inventories, to assure appropriate quantities are available for instructional use. (E)
- Adjust, maintain, calibrate and perform minor repair to equipment; report major repair needs or arrange for repairs according to established procedures. (E)
- Prepare and maintain various records and reports related to laboratory operations and activities as required; research and obtain new experiments for laboratory use. (E)
- Assist in the coordination of the use of physics lab facilities to assure the availability of appropriate supplies and equipment.
- Operate a variety of equipment related to any of the physical sciences lab, including electronic testing equipment, lab experimental equipment, copier and a computer.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: Associate's degree in any of the physical sciences (per TOP Code 19), or engineering; and two years practical experience in any physical science field.

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/>

KNOWLEDGE OF:

- Principles, practices, procedures and equipment of assigned physical sciences instructional lab.
- Safety regulations involving area of specialty.
- Basic record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Advanced mathematics.
- District organization, operations, policies and objectives.
- Technical aspects of physics.
- Basic computer operation.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Proper methods of storing equipment, materials and supplies.

ABILITY TO:

- Perform specialized and technical duties to assure efficient physical sciences lab operation.
- Provide information and assistance to students and staff.
- Assure the care and security of assigned equipment, materials and supplies.
- Maintain physical sciences laboratory equipment in proper working order.
- Apply advanced mathematical problem-solving.
- Plan and organize work.
- Operate a computer terminal and related software applications.
- 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.

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

CONTACTS: Instructors, student workers, students, vendors, other departmental personnel.

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate specialized equipment.
- Carrying, pushing or pulling lab equipment.
- Walking and standing for extended periods of time.

WORKING CONDITIONS:

- Physical sciences lab environment.

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:**
 - a. **Submit transcripts of ALL college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).**
 - b. **No copies of degree/diplomas will be accepted as proof of college education.**
 - c. **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.

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 (7:30 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.

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.