

Science Lab Coordinator
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238234>

Downloaded On: Jun. 30, 2024 10:16am

Posted Jun. 27, 2024, set to expire Jul. 8, 2024

Job Title Science Lab Coordinator
Department SCC Mathematics & Sciences
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Jun. 27, 2024

Application Deadline 07/08/2024

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other
Sciences - Other

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Job Description

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Science Lab Coordinator

Rancho Santiago Community College District

Salary Range: Grade 13: \$65,294.03 - \$83,396.34/year

Job Type: Full Time

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CL24-00901

Location: Orange, CA

Division: SCC Mathematics & Sciences

Closing: 7/8/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under direction from academic and administrative staff, performs skills technical duties in the operation and maintenance of science laboratories; performs related duties as required.

REPRESENTATIVE DUTIES

Prepares materials and sets up equipment for use in student laboratory demonstrations, experiments, exercises and exams; prepares and issues materials and equipment for student use; performs specialized skilled and technical duties to assure efficient lab operations; assists in the operation and maintenance of instructional labs; participates in the planning and implementation of lab exercises and experiments; implements new or modified policies and procedures as required; analyzes changes in laws and new regulations governing hazardous materials, health and safety, water and air quality, and waste disposal as a basis for new and revised laboratory procedures; and subsequently recommends improvements and modifications in laboratory procedures and operations; implements procedures to comply with federal, state and local hazardous wastes, and security; responds to lab emergencies including injuries and chemical spills; orders and maintains inventory of chemicals, materials, supplies, and equipment; maintains proper rotation and storage of materials; receives shipments and verifies contents; assembles and tests new equipment; performs routine maintenance and minor repairs on lab equipment; arranges for major repairs according to established procedures; participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; acquires, handles, and maintains live animals, plants and other organisms; routinely inspects and/or tests safety equipment and supplies in each laboratory; prepares special instructions for non-routine and complex assignments; prepare and maintains various records and reports related to lab operations and activities as required; provides general support for the laboratory rooms including observing and submitting work orders on leaks, hazards, lighting levels and overall appearance; keeps current on matters concerning safety, hazardous materials management, and waste disposal in academic institutions use of maintenance of equipment, and purchasing management; selects, trains, schedules and supervises paid student

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workers and other personnel as assigned; assigns duties and evaluates job performances; responds to inquiries and requests for information; maintains current computerized inventory and other files as required by regulatory agencies.

ORGANIZATIONAL RELATIONSHIPS

This Science Laboratory Coordinator receives direction from academic and administrative staff and exercises functional and technical supervision over student and part-time assistants. The Science Laboratory Coordinator serves as liaison between the department and vendors of materials for science laboratories.

KNOWLEDGE AND ABILITIES

Knowledge of: Subject matter and techniques related to assigned laboratories; principles, practices and methods of laboratory operations; principles and practices of hazardous materials management, health and safety, and hazardous waste disposal; operational computer skills; functional characteristics of modern laboratory apparatus, equipment and materials pertaining to assigned laboratories; advanced mathematical principles and scientific concepts; care and maintenance of live animals, plants, and other organisms. Ability to: demonstrate correct laboratory methods, practices and techniques; correctly and efficiently set up lab equipment and prepare materials used in exercises and experiments; stay apprised of current regulations relating to health and safety, hazardous materials, and hazardous waste disposal; interpret regulations, rules, material safety data sheets, and other standards relating to laboratory procedures and practices; generate computerized inventory report and files; understand the mechanical function of and perform routine maintenance and repairs on laboratory equipment in assigned laboratories; handle, care for, and display living organisms; interpret and apply administrative policies, procedures, rules and regulations; select, train, assign work to, and evaluate assigned staff (student assistants and instructional aides); communicate clearly and concisely in English, both orally and in writing; establish and maintain effective relationships with those contacted in the course of work.

Job Qualifications

MINIMUM QUALIFICATIONS Bachelor's degree from an accredited college or university with a major in biological or a physical science or equivalent, and two years of experience in a biological or a physical science laboratory.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of

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more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application ScreeningIn addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability in
- Demonstrated experience in working with diverse socio-economic communities
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving Skills

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session,

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those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance. **Application Procedures** To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience
3. Academic Transcripts (unofficial copies are accepted)

Foreign Transcripts: Education completed outside of the United States must be equivalent to that gained in the conventional/accredited United States education programs to be considered for the satisfaction of minimum qualifications. The National Association of Credential Evaluation Services (NACES), a United States-based credentials evaluation service, must translate and evaluate Foreign transcripts. **Conditions of Employment** The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts



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To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4541763/science-lab-coordinator>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

SCC Mathematics & Sciences
Rancho Santiago Community College District

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