

Science Laboratory Coordinator - Chemistry  
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=242670>

Downloaded On: Aug. 10, 2024 7:18am

Posted Aug. 3, 2024, set to expire Aug. 22, 2024

**Job Title** Science Laboratory Coordinator - Chemistry  
**Department** Chemistry  
**Institution** Cabrillo College  
Aptos, California

**Date Posted** Aug. 3, 2024

**Application Deadline** 08/22/2024

**Position Start Date** Available immediately

**Job Categories** Other Administrative Categories

**Academic Field(s)** Sciences - Chemistry

**Apply Online Here** <https://apptrkr.com/5485729>

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**Job Description**

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**Science Laboratory Coordinator - Chemistry**

**Cabrillo College**

**Salary:** See Position Description

**Job Type:** Full-time (100%)

**Job Number:** 2024-01843

**Closing:** 8/22/2024 11:59 PM Pacific

**Location:** Aptos, CA

**Department:**

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Chemistry

### Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

This full-time, 12-months per year **Science Laboratory Coordinator - Chemistry** position under direction, coordinates the operations and safety of assigned science laboratory stockrooms and equipment; sets up and prepares laboratory equipment, materials and supplies to meet faculty classroom requirements; provides input on and tracks laboratory budgets and prepares purchase requisitions; maintains an appropriate inventory of chemicals, supplies and other consumables; safely stores hazardous chemicals and other materials and arranges for their safe storage and disposal in accordance with all District policies and environmental protection regulations; and performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

### COMPENSATION AND BENEFITS:

**Starting Salary Range: \$5,169 to \$5,984 per month; plus 5% annual increases up to step 7, maximum initial salary step placement on the classified salary schedule is step 4.** Full-time (40 hours per week) assignment, 12 months per year. Monday through Friday, 7:45 a.m. - 4:45 p.m. with evenings and weekends as required.

Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued funding and Governing Board ratification.

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Salary is subject to proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

**Benefits:** Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the [Benefits link](#) on the HR webpage for more information.

### **Work-Life Balance:**

This opportunity is a full-time assignment, 12 months per year. [Classified employee benefits include:](#)

- Twelve (12) days vacation leave accrued annually; rate increases up to a maximum of twenty (20) days at year ten (10)
- Twelve (12) days of sick leave accrued annually, seven (7) of which can be used as Personal Necessity days annually
- Nineteen (19) paid holidays annually
- Five percent (5%) Longevity award annually after ten (10) years of service with increases to fifteen percent (15%) at twenty (20) years
- Professional Growth educational incentive program

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

### **Examples of Duties**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Prepares, sets up, monitors and breaks down equipment and materials for laboratory classes, exercises and experiments to meet faculty requirements; creates recipes, tests, calculates, mixes, prepares, labels and stores a variety of chemical solutions, reagents, media, compounds, bacterial cultures and samples; performs tissue culturing and bacterial work in a sterile environment; tests processes and identifies sound and safe methods to streamline preparation for lab classes.
- Provides input to Department Chairs on budget requirements; assists faculty to prepare and set

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up demonstrations, modify lab activities and prepare for new/modified experiments consistent with curriculum goals; prototypes new experiments and apparatus and documents results.

- Identifies maintenance and repair issues for laboratory equipment and instrumentation including microscopes, gas chromatographs, high-performance liquid chromatographs, spectrophotometers, nuclear magnetic resonators, centrifuges, fume hoods, nitrogen and helium gas lines, pipettes, pH meters, laptops and other laboratory equipment; maintains an inventory of replacement parts; arranges for major repairs by outside vendors; notifies FPPO of equipment and building facilities preventative maintenance and repair issues that need to be addressed.
- Maintains the safety of the laboratory stockroom and provides instruction and demonstrates safety procedures to student assistants working in the stockrooms; assists the Chemical Hygiene Officer in the inspection of laboratory safety equipment such as eye washer, safety shower, fire extinguisher, respirator, chemical spill and safety kits; immediately notifies the Chemical Safety Officer of any chemical spills; assists Chemical Hygiene Officer to ensure up-to-date SDS notebooks have been provided as required by law.
- Organizes and stores chemicals, solutions, biological specimens and other hazardous materials in accordance with District policies and procedures and state and federal requirements; prepares hazardous waste labels and prepares chemicals, solutions, biological specimens and other hazardous materials for proper disposal; autoclaves and disposes of biological waste; maintains chemical waste logs.
- Maintains an inventory of chemicals and other materials, supplies and consumables required for laboratory use; estimates materials needed for laboratory exercises and requests inventory replenishment to ensure sufficient supplies are on hand to support laboratory activities; tracks usage of chemicals, supplies and other consumables to anticipate future requirements; organizes, conducts storeroom inspections and ensures safe storage of various chemicals and hazardous materials.
- Assists Department Chairs in administering the laboratory budget; researches vendors for price and quality; prepares purchase requisitions for inventory replenishment and service of equipment and instrumentation.
- Provides input in selecting, training and providing day-to-day lead work guidance and coordination to student employees; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; participates in developing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
- Stays current on new developments in science lab technologies.

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### **OTHER DUTIES**

- Conducts daily maintenance checks of the cadaver room to ensure the room is functioning properly and schedules service to HVAC and air handling units when needed. Arranges for end of year cleaning /decontamination of the cadaver room. Arranges for pickup and delivery of cadavers, other specimens, and anatomical supplies.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

### **Minimum Qualifications**

### **EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- Graduation from an accredited four-year college or university with a bachelor's degree in scientific disciplines applicable to specific science laboratories, **AND**
- At least one (1) year of experience in a scientific laboratory involving the use of equipment and instrumentation in conducting scientific experiments; **OR**
- An equivalent combination of training and experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Theory, concepts, scientific fundamentals, methods and processes, tools, equipment and instrumentation used in the scientific discipline in which assigned.
- Formulas, equations, solutions, substances, weights and measures, reactions and symbols used in the assigned area of scientific specialty.
- Advanced knowledge of chemical hygiene and state and federal laboratory standards, practices and procedures applicable to laboratory chemical and biohazard safety.
- Principles and practices of sound business communication; correct English usage, including

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spelling, grammar and punctuation.

- Uses and operations of computers with standard business and specialized software and methods and procedures for diagnosing and resolving minor hardware and software problems in a classroom or laboratory environment.
- Office practices and procedures, including recordkeeping.
- District budgeting and purchasing policies, practices and procedures as applicable to assigned responsibilities.
- District environmental safety policies and procedures and safety methods and practices applicable to the assigned laboratory including the safe mixing, storage and disposal of hazardous chemicals and biohazards in accordance with state and federal requirements.

### **Skills and Abilities to:**

- Provides technical support to faculty in planning, organizing and preparing classroom and laboratory demonstrations, experiments and classroom/laboratory materials.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Assign and inspect the work of student assistants working in science laboratory stockrooms.
- Train, demonstrate, inspect, enforce and monitor safe work practices and safety compliance by student employees in a laboratory environment with hazardous chemicals and biohazards.
- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action.
- Understand, interpret, explain and apply applicable federal, state and local laws, codes and regulations including OSHA applicable to laboratory storage safety.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

### **Additional Information**

### **Application Process:**

1. Complete the application with a minimum of three (3) Professional References and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met

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2. Attach resume
3. Attach all unofficial transcripts for college coursework completed, if applicable, displaying any degrees conferred (photocopies, scans, photos, and downloads are acceptable).

**Please note:** All application materials must be received by 11:59 pm on the closing date indicated above.

### Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters and letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

**Questions? Concerns?** Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

### Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation/demonstration may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

### Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

### EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be



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denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

### **Accommodations**

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at [cabrillohr@cabrillo.edu](mailto:cabrillohr@cabrillo.edu).

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4575194/science-laboratory-coordinator-chemistry>

### **Contact Information**

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

### **Contact**

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