

Instructional Technician, Physical Science
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245710>

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Posted Sep. 25, 2024, set to expire Jan. 21, 2025

Job Title	Instructional Technician, Physical Science
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Sep. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Instructional Technician, Physical Science

Closing Date:

Definition:

The School of Science and Math at West Valley College is currently seeking a skilled individual to join us as an Instructional Technician (IT) for the Physical Sciences and Computer Science & Engineering departments.

Located just minutes away from the heart of Silicon Valley, West Valley College is nestled on 143

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acres of picturesque, wooded grounds. Our faculty and staff are highly qualified, and our college is known for its welcoming environment and strong support for students.

Reporting to the dean of the School of Science and Math, the IT will work with the Physical Sciences and Computer Science & Engineering departments to provide essential support for laboratory classes in the physical sciences and engineering disciplines and assist with instructional activities within the state-of-the-art Kvamme Planetarium. Responsibilities include maintaining equipment, tools, materials, and supplies; facilitating student learning by assisting faculty and students; and overseeing student assistants in the physical science, engineering, and planetarium settings.

We encourage applications from individuals who possess the requisite knowledge, skills, and life experiences to effectively engage with our culturally diverse student population and meet their educational needs.

Assignment:

100% of full-time, 37.5 hours per week, 12 months per year. Work schedule may change to include some evening or weekend hours as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work locations: Physical Science Department, West Valley College, Saratoga, CA

Salary and Benefits:

Anticipated Hiring Range:

- \$6,277.25 - \$6,830.17 monthly (WVMCEA Salary Schedule, Range 56, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.

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- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

Minimum Qualifications:

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

1. 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.
2. Equivalent to an Associates degree from an accredited college with major coursework in one of the physical sciences or a related field.
3. Two years of responsible experience in a physical science laboratory.

Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Prepare materials, set up and disassemble student labs according to prescribed schedule.
- Set up, operate, and demonstrate the use of specialized equipment in physical science and/or engineering labs, including measuring instruments and other devices.
- Organize equipment, devices, and apparatus in labs and in storerooms for ease of location and use; apply appropriate labeling.
- Maintain a clean, neat, and safe lab environment.
- Communicate with faculty regarding lab operations and equipment.
- Maintain appropriate inventory of supplies and equipment; prepare purchase requests for new

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- equipment and supplies; track and monitor equipment checkout.
- Repair minor defects in equipment; coordinate equipment repairs through outside vendors.
 - Research new equipment using websites or catalogs from a variety of vendors.
 - Recruit, train, and direct student assistants; schedule, assign, and review student assistant work; prepare and maintain a variety of records and files related to student assistant schedules and timesheets.
 - Properly store and dispose of hazardous materials.
 - Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
 - Foster an environment that embraces diversity, integrity, trust, and respect.
 - Be an integral team player, which involves flexibility, cooperation, and communication.
 - Perform related duties as assigned.

For more information on this position and to apply, please visit our website at the following link:
wvm.peopleadmin.com

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

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

Contact

N/A

West Valley-Mission Community College District

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