

Technician, Science Lab
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=247955>

Downloaded On: Oct. 31, 2024 11:32pm

Posted Oct. 31, 2024, set to expire Nov. 29, 2024

Job Title	Technician, Science Lab
Department	Science Lab
Institution	Austin Community College Austin, Texas
Date Posted	Oct. 31, 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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Technician, Science Lab

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Technician, Science Lab

Job Description Summary:

To prepare, set-up and issue materials and equipment for use in student laboratory demonstrations, experiments, exercises and exams; assists in the operation and maintenance of instructional labs; participates in the planning and implement of lab exercises and experiments; assists instructors with the development/improvement of laboratory exercises.

Job Description:

Description of Duties and Tasks

- 1) Prepare, assist in developing, perform set-up and clean-up of instructional labs; may include assisting the faculty and students during lab experiments, exercises and exams.
- 2) Performs annual inventory of all lab chemicals and maintains current list of stored chemicals for labs in accordance with local, state, and federal regulations; provides SDSs information for each instructional lab demonstration, experience, exercise and exam.

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- 3) Maintains a working knowledge of a variety of laboratory equipment and demonstrates the safe and proper use/disposal of equipment including hazardous or biohazardous materials.
- 4) Prepares, tests, adjusts, modifies, performs routine maintenance on, calibrates a variety of technical laboratory equipment, trouble-shoots equipment and makes minor repairs and/or arranges for service repair.
- 5) Ensures lab safety and respond to laboratory emergencies. Maintain working knowledge of health and safety procedures/regulations including but not limited to first aid and CPR.*
- 6) Purchases lab and office supplies; track supply budget; obtain approvals for purchases following established department and college processes.*
- 7) Collaborates with faculty and supervisors on the development of lab schedules, procedures, and documents lab procedures.*
- 8) Ensures EHS compliance in the laboratory through proper labeling and storage of equipment and hazardous materials.
- 9) Partners with ACC EHS Department to ensure policies and procedures are followed for safe handling of hazardous and biohazardous materials.
- 10) May oversee the work of hourly employees.

Knowledge

- * Knowledge of laboratory safety practices.
- * Knowledge of Hazardous Waste storage and disposal regulations.
- * Knowledge of discipline related technical equipment.
- * Knowledge of basic discipline related equipment technical support.
- * Knowledge of instructional lab best practices.
- * Safely handling, using, storing, sterilizing, and disposing of hazardous materials and/or infectious agents.
- * Basic administrative procedures and practices including inventory, basic budgeting, purchasing, vendor contacts for supplies and repairs.

Skills

- * Maintains a regular, consistent work schedule.
- * Ability to provide technical support including 1st line troubleshooting, maintenance coordination and requests to vendors for repairs and replacement of discipline related equipment.
- * Ability to communicate effectively with a diverse population including faculty, staff, students and external parties.
- * Planning annual needs, requisitioning, receiving storing, inventorying, storing and issuing laboratory

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materials, supplies and equipment.

* Maintaining basic budget records.

* Problem solving and analysis to improve laboratory success and student learning.

Technology Skills

* Ability to use a variety of word processing, spreadsheet, presentation software

* Ability to setup, use, and maintain related laboratory software applications.

* Ability to perform 1st line technical support of discipline related equipment, including both hardware and software.

Required Work Experience

* Two years related work experience.

Preferred Work Experience

* Work experience in an instructional lab setting.

Required Education

* Bachelor's degree.

Four years of related work experience may substitute for this education requirement. Applicants who substitute work experience to meet the education requirement must use additional related work experience to meet the years of "Required Work Experience" for this position. Please note that the college reserves the right to amend these terms of substitution at any time.

Preferred Education

* Bachelor's degree or higher in discipline area.

Special Requirements

* Current CPR Certification.

* Current First Aid Certification.

* Valid Texas Driver's License and reliable transportation for assignment at multiple locations and/or for attending meetings or trainings at various ACC campuses.

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Physical Requirements

- * Work is performed in a classroom lab and prep setting and may include field work.
- * Depending on assignment, may have frequent contact with hazardous chemicals and waste.
- * Must be able to lift objects up to 30 lbs.
- * Ability to stand, kneel, sit and reach.
- * Hand/finger dexterity to perform the essential functions, including use of keyboard.
- * Visual ability to perform essential functions.

Salary Range

\$51,822 - \$64,777

Number of Openings:

1

Job Posting Close Date:

November 12, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.



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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Round-Rock-Campus/Technician--Science-Lab_R-6555

Contact Information

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

Contact

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