

Assistant, Lab  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=253080>

Downloaded On: Feb. 22, 2025 12:32pm

Posted Feb. 14, 2025, set to expire Nov. 29, 2025

<b>Job Title</b>	Assistant, Lab
<b>Department</b>	Staff
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Feb. 14, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6003852">https://apptrkr.com/6003852</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Assistant, Lab**

**Austin Community College**

**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:**

Assistant, Lab

**Job Description Summary:**

To provide temporary assistance in a lab setting.

**Job Description:**

**Description of Duties and Tasks**

- 1) Prepare and assist with setting up and cleaning up lab equipment for student-conducted experiments; may include assisting faculty and/or students during lab experiments, exercises, and exams.
- 2) Performs annual inventory of lab equipment.
- 3) Maintains a working knowledge of a variety of laboratory equipment and demonstrates the safe and proper use/disposal of equipment including hazardous material(s).
- 4) Prepares, tests, adjusts, modifies, performs routine maintenance on, calibrates a variety of technical laboratory equipment, and troubleshoots equipment.

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5) Ensures lab safety and responds to laboratory emergencies. Maintain working knowledge of health and safety procedures/regulations.

6) Ensures EHS compliance in the laboratory through proper storage of equipment and hazardous material(s).

### **Knowledge**

- \* Knowledge of laboratory safety practices.
- \* Knowledge of discipline related technical equipment.
- \* Knowledge of basic discipline related equipment technical support.
- \* Knowledge of instructional lab best practices.
- \* Safely handling, using, and storing lab equipment.
- \* Basic administrative procedures and practices; including inventory.

### **Skills**

- \* Maintains a regular, consistent work schedule.
- \* Ability to provide technical support including troubleshooting and maintaining lab equipment.
- \* Ability to communicate effectively with a diverse population including faculty, staff, students, and external parties.
- \* Problem solving and analysis as an attempt to improve laboratory success and student learning.

### **Technology Skills**

- \* Ability to use a variety of word processing, spreadsheet, and presentation software
- \* Ability to set up, use, and maintain related laboratory-related software applications.
- \* Ability to perform technical support of discipline related equipment, including both hardware and software.

### **Required Work Experience**

- \* Experience in an instructional lab setting

### **Preferred Work Experience**

- \* Two years of physics lab related experience and experience with working well with people.

### **Required Education**

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High school degree, including high school-level Physics

**Preferred Education**

College-level physics

**Physical Requirements**

- \* Work is performed in a classroom lab and prep setting and may include fieldwork.
- \* Must be able to lift objects up to 40 lbs.
- \* Ability to stand, kneel, sit and reach.
- \* Hand/finger dexterity to perform the essential functions, including the use of the keyboard.
- \* Visual ability to perform essential functions.

**Pay Rate**

\$23.00/Hour

**Number of Openings:**

1

**Job Posting Close Date:**

February 26, 2025

**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



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accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Riverside-Campus/Assistant--Lab\\_R-7309](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Riverside-Campus/Assistant--Lab_R-7309)

### Contact Information

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

### Contact

Staff

Austin Community College

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