

**Biology Instructional Technician - PT/Hourly
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=253810>

Downloaded On: Mar. 4, 2025 5:15pm

Posted Feb. 27, 2025, set to expire Jan. 6, 2026

Job Title Biology Instructional Technician - PT/Hourly
Department SCC Arts & Sciences Division
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Feb. 27, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Sciences - Biological

Apply Online Here <https://apptrkr.com/6030884>

Apply By Email

Job Description

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Biology Instructional Technician - PT/Hourly

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Arts & Sciences Division

This position supports Microbiology

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Pt/Hourly - Less than 18 hours per week, up to 11 months.

Open Continuous.

Salary Range: \$21.90 - \$29.41

Starting salary for this position is: \$21.90 (Hourly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be forwarded to the hiring official as they are received and accepted until the need is filled.

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About the Biology Instructional Technician - PT/Hourly

JOB SUMMARY

Under general direction, this position will provide instructional support services to life science instructional programs in microbiology. This position will perform work in a variety of disciplines using chemical, microscopic, cytologic, biologic and bacteriologic procedures and analyses.

This is a non-permanent, hourly position.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Prepare equipment, materials, and solutions for labs; prepare demonstrations as requested by instructors. *
- Prepare stain solutions, microbiology culture media, and live bacterial cultures; prepare equipment for laboratory exercises; sterilize tubes, water, saline, and etc. for lab experiments using autoclave or other appropriate equipment. *
- Maintain inventory records for materials, equipment, and instruments necessary for scheduled labs; Order and dispense supplies, equipment, and materials. *
- Operate and perform routine maintenance and repair tasks on laboratory and demonstration instruments and equipment; instruct students and faculty in the use of equipment. *
- Monitor laboratories to ensure compliance with safety policies; assist in the development of safe laboratory procedures. *
- Maintain laboratory inventory, maintenance, and safety records. *
- May track lab fee and state funded life science budgets. *
- Conduct literature searches and assist in determining most suitable method to be used in search. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance the CCS strategic plan, and perform related duties as required. *
- May assist in other Life Science labs as needed.
- May assist in support of Northern County campus' microbiology laboratories.

**Indicates this is an essential duty.*

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COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Knowledge or experience working in a lab environment.
- Knowledge of the care of laboratory equipment; fundamental use of microscopes, and other lab equipment utilized in the biological and chemical areas.
- Knowledge of biology basics.
- Excellent written, verbal and interpersonal communication skills.
- Ability to instruct students in lab safety and protocols.
- Strong organizational skills.
- Ability to work unsupervised.

DESIRED QUALIFICATIONS

- Knowledge of purchasing and/or p-card procedures.
- Experience in science lab, especially microbiology.
- Bachelor's degree or higher with major study in a basic or applied science. Or an equivalent combination of training, formal education and/or research, training or service laboratory operations experience.

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PHYSICAL REQUIREMENTS

- Work is active in nature.
- Frequent use of computers and exposure to terminal screens.
- Visual focus and strain.
- Move up to 25 lbs. occasionally.
- Occasional kneeling, stooping, crouching, crawling, and climbing.
- Work directly with students/clients.
- Work in an environment of frequent interruptions and distractions.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Requires communication ability necessary to understand instructions and recognize hazardous, unsafe or poisonous materials and/or products.
- Occasional exposure to fumes, dust, odors and/or biohazards.

CONDITIONS OF EMPLOYMENT

- **Non-permanent, hourly position. (Less than 18 hours per week, up to 11 months.)**
- Work schedule will be determined by the supervisor.
- This position is overtime eligible.
- May require local or regional travel.
- Criminal background check is required.
- This position is eligible for coverage under a collective bargaining agreement. Membership is optional.

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Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable for initial application, official copies must be submitted upon acceptance of job offer.



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For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/biology-instructional-technician-pt-hourly-spokane-washington-united-states-0ea967dc-ed68-44e9-8f78-f07c080d3889>

Contact Information

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

Contact

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