

Laboratory Technician, Chemistry
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=257987>

Downloaded On: Jun. 17, 2025 4:51am

Posted Jun. 6, 2025, set to expire Oct. 3, 2025

Job Title Laboratory Technician, Chemistry
Department Staff
Institution Foothill-De Anza Community College District
Los Altos Hills, California

Date Posted Jun. 6, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Sciences - Chemistry

Apply Online Here <https://apptrkr.com/6280597>

Apply By Email

Job Description

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Laboratory Technician, Chemistry

HR EMPLOYMENT/CAREERS

Closing Date: 06/18/25*

***For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

Salary Grade: C1-47

Full Salary Range:

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\$5,802.00 - \$7,766.39 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

De Anza College Mission Statement:

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

DEFINITION

Under general supervision, provides instructional support services for faculty and students; prepares and sets up exercises, demonstrations, instructional materials, and supplies; assists students and faculty in the use and operation of equipment and materials related to the College's chemistry program; and performs related duties as assigned.

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SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Dean. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class responsible for conducting a variety of instructional support activities to ensure student learning. Positions perform the full range of duties assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from other laboratory technicians by having subject matter expertise in chemistry.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

1. Prepares and sets up laboratory, demonstrations, and instructional materials; monitors laboratory; organizes, arranges, stocks, and distributes materials, equipment, tools, and supplies.
2. Provides instructional support to students and faculty in the chemistry program; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, and equipment.
3. Sets up chemical collections and prepares solutions.
4. Operates, demonstrates use of, and maintains laboratory instruments and equipment; assists faculty and students in proper and safe methods in usage of instruments and equipment.
5. Cleans and maintains facilities and equipment; ensures proper storage of equipment and materials; ensures laboratory and work areas are maintained in a clean and orderly condition.
6. Maintains accurate material safety data sheets, reports, and records of work performed and materials and equipment used.
7. Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment; monitors program budget and expenditures.
8. Submits work orders for maintenance and repair of equipment and facilities.
9. Learns and applies emerging technologies related to the area of assignment.
10. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

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1. Principles, theories, terminology, techniques, equipment, and materials related to chemistry programs.
2. General methods and procedures for preparing materials, demonstrations, and laboratory exercises used in chemistry programs.
3. Principles and procedures for setting-up, operating, demonstrating use of, and maintaining various equipment and instruments used in chemistry programs.
4. Occupational hazards and safety equipment and practices related to the work.
5. Methods, practices, and techniques of student learning and instruction.
6. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
7. Record keeping principles and procedures.
8. English usage, grammar, spelling, vocabulary, and punctuation.
9. Modern office practices, methods, and computer equipment and software relevant to work performed.
10. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Explain principles, theories, terminology, techniques, equipment, instruments, and materials related to chemistry programs.
3. Engage students in positive learning in the laboratory or other learning environments.
4. Assist students and faculty and demonstrates proper use and maintenance of equipment and instruments used in chemistry programs.
5. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
6. Estimate and order required supplies and equipment.
7. Safely and effectively use and operate equipment and instruments required for the work.
8. Maintain accurate records of work performed and materials and equipment and instruments used.
9. Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
10. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.

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11. Use English effectively to communicate in person, over the telephone, and in writing.
12. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Equivalent to graduation from an accredited four-year college or university with major coursework in chemistry or a related field.

PREFERRED QUALIFICATIONS:

1. Successful completion of courses and associated laboratory sessions in: general chemistry (1 year), organic chemistry (1 year), and one of the following: analytical chemistry, instrumental analysis, or upper division spectroscopy.
2. Undergraduate degree in physical science (BA/BS).
3. Knowledge of and experience with hazardous waste management

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a laboratory environment, to use a computer, and to operate varied equipment and instruments related to chemistry programs; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment and instruments. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds with the use of proper equipment. Reasonable

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accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees primarily work in a laboratory environment that may contain various equipment and instruments, with moderate to high noise levels and controlled to varied temperature conditions. Employees are exposed to chemical and hazardous substances and mechanical and/or electrical equipment and instruments.

APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Permanent, 11-months per year (11th month July).

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic

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life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2100?c=fhda>

Contact Information

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

Contact

Staff

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