

## FT Instructional Laboratory Technician III - Physics Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=269258>

Downloaded On: Dec. 16, 2025 7:22am

Posted Dec. 9, 2025, set to expire Jan. 16, 2026

**Job Title** FT Instructional Laboratory Technician III - Physics  
**Department** Staff  
**Institution** Cerritos College  
Norwalk, California

**Date Posted** Dec. 9, 2025

**Application Deadline** 01/16/2026  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Sciences - Other  
Sciences - Physics  
Engineering

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**Job Description**

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**FT Instructional Laboratory Technician III - Physics**

**Salary:** \$71,458.56 Annually

**Job Type:** Full Time

**Job Number:** Ins. Lab Tech III - Physics 25

**Closing:** 1/16/2026 11:59 PM Pacific

**Location:** Norwalk, CA

**Department:**

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Ins. Lab Tech III - Physics 25

**Division:** Science, Engineering, Mathematics

### Description

#### Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

#### Closing Date

This position will close on January 16th, 2026 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

#### College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>

#### Department Profile

The Division of Science, Engineering, and Mathematics (SEM) is committed to promoting equity, providing service excellence, and ensuring student success as we guide students in investigating and understanding the world in which we live. The Division offers degree programs, certificates, and courses in a variety of disciplines across six departments-biology; chemistry; computer and information sciences; earth sciences; mathematics; and physics, astronomy, and engineering. The Division's rigorous programs of study prepare students to seamlessly transfer into a four-year course of study or to successfully start a career in the workforce. Programs and courses are offered in a variety of formats, including traditional on-campus, hybrid, and fully online sections. In addition to courses at our main campus in Norwalk, we offer classes at multiple educational sites in the area. The SEM Division provides effective, experiential learning environments in the sciences, engineering, and mathematics at the highest standards by using the latest technology in our state-of-the-art laboratories and learning

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spaces. The Physics, Astronomy, and Engineering Department staff and faculty are committed to promoting all aspects of student learning and success through lecture and laboratory courses. The Department believes that an effective department is one that: (1) provides instruction that enables high rates of retention and student success; (2) creates new curriculum that is relevant to its students; (3) actively supports and promotes majors in Physics, Astronomy, and Engineering; (4) provides creative and engaging experiences, both in a traditional classroom setting and in the laboratory; (5) fosters collaboration among staff, part-time, and full-time faculty and (6) is connected to the greater campus community.

### **Summary**

Performs technical duties to assist in the operation and maintenance of instructional laboratories for Physics and related sciences. Sets up, demonstrates, oversees, and designs, tests, or simulation situations to support learning in compliance with student lab requirements.

### **Distinguishing Career Features**

The Instructional Lab Technician III supports scheduled classroom labs and walk-in learning labs. The Instructional Lab Technician III requires the ability to perform advanced classroom demonstrations that involve simulations, experiments, and reactions, as well as support all levels of coursework in the assigned majors.

### **Job Duties**

#### **Essential Duties and Responsibilities**

- Coordinates with faculty to establish optimal laboratory schedules and supply needs, thus enabling timely preparation. Prioritizes lab preparation orders.
- Sets up, tests, demonstrates, and maintains demonstrations and experiments used in classrooms and laboratories. Works with faculty to design, construct, modify or rebuild equipment, modules, and experiments to assist in the delivery of desired instructional outcomes. Provides technical assistance to students and faculty, troubleshooting and diagnosing problems with equipment.
- Sets up, tests, and maintains computer-based experiments and demonstrations by using data acquisition software and hardware. Develops, tests, and documents procedures for new experiments.
- Provides direct assistance in the use of equipment and materials needed for instruction as well as orienting students to the laboratory. Sets up established laboratory experiences for students as required by course outline or faculty direction.
- Oversees and provides for the general cleanliness and security of laboratories, work, and storage

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areas. Handles and disposes of harmful or hazardous materials according to specific instructions relating to their disposal. Provides a safe environment for the conduct of the laboratory. Reports maintenance problems as they occur.

- Assists instructors in the classroom/laboratory concurrently with lecture or discussion. May actually perform dangerous and/or complex procedures for students.
- Assists and may set up and provide technical and other assistance to students with special projects, field research trips, and classroom/laboratory presentations.
- Assists with curriculum planning. Conducts research of emerging laboratory techniques and methods. ? Develops graphics and other instructional materials used for classroom presentations.
- Assists faculty with instructional technology such as web pages, multi-media equipment, and computer-aided resources.
- Acquires, maintains, and inventories equipment, materials, and supplies such as but not limited to, laboratory supplies, simulation and experiment devices, and written materials required for student instructional needs.
- Performs repairs on equipment and learning assistance devices. Checks out and maintains control over equipment, supplies, materials used by students.
- Maintains records of laboratory activity, including typing forms or inputting data or otherwise retaining information regarding the acquisition, maintenance and distribution of equipment, materials, supplies, and written materials. This includes document to support the handling of hazardous or dangerous materials, substances, and chemicals.
- Assists with design, layout, and editing of instructional manuals. Prepares or assists with preparation of departmental reports. Prepares routine correspondence.
- Researches expense trends, material costs, and otherwise provides input for budget proposals. Monitors approved budget expenditures and coordinates purchasing to meet needs of the department.
- Receives instructions for study and simulation modules from faculty members, and then, may assist small groups of students who are participating in the exercises.
- Assists faculty with learning simulations, tests, and quizzes to students as provided by instructors in class or lab environment.
- May maintain and update web pages for the department.
- Oversees the work of student helpers. Coordinates their activities in support of the instructional goals. Maintains records for pay purposes.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

### Minimum Qualifications

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The position requires a Bachelor's degree in Physics or an engineering discipline and one year of experience in a laboratory, research, or similar experience. Alternatively, the position may require 15 units of upper-division physics coursework and two years of experience in a laboratory or experimental environment.

### **Preferred Qualifications:**

- Master's Degree in Physics, Astronomy, Engineering, or a closely related field
- 3 years of experience in the operation and maintenance of equipment utilized in Physics, Astronomy, and Engineering laboratories, including student telescopes.
- In-depth knowledge of databases and instructional software that includes MATLAB and Capstone.
- 3 years of experience in setting a budget, purchasing logistics, and financial reconciliation, including asset disposal.

### **Supplemental Information**

#### **Knowledge and Skills**

The position requires specialized knowledge of principles and properties of physics and related sciences. Requires in-depth knowledge of chemical, electrical, and physical reactions. Requires in-depth knowledge in the use of basic to advanced scientific and laboratory equipment. Requires in-depth knowledge of laboratory or workshop procedures, organization, equipment, tests, experiments, and simulations. Requires knowledge of safe and proper handling and disposal of harmful chemicals, substances, and hazardous wastes. Requires a well-developed knowledge of instructional methods and techniques. Requires advanced mathematics skills at the calculus level to make calculations such as derivatives, statistical confidence limits, weights volumes, and percents, and to make business financial calculations. Requires sufficient knowledge of computers to use common desktop and specialized applications used in education, maintain existing laboratory networks, and update web pages. Requires well-developed knowledge of the English language to prepare correspondence and materials suitable for classroom presentation. Requires knowledge of tutoring techniques including students' styles of learning. Requires well-developed human relation skills to facilitate learning with groups of students, oversee student workers, and to convey technical concepts to others. Requires sensitivity to the needs of students of diverse backgrounds and abilities.

#### **Abilities**

Requires the ability to design and set up laboratory assignments, experiments, simulations, and tests. Requires the ability to prepare electrical and mechanical equipment and simulations for laboratory experiments. Requires the ability to operate, calibrate, and perform minor repairs to laboratory

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equipment and tools. Requires the ability to conduct research of educational materials, equipment, and related information for purchases, grants, and budget proposals. Must be able to maintain the lab and equipment in a safe and organized manner, including the handling and disposal of hazardous or dangerous materials and equipment as required for some labs. Requires the ability to instruct students in the use of equipment and programs. Requires the ability to perform routine record keeping and report writing duties. Must be able to organize and prioritize work and manage time effectively. Must be able to communicate in both formal and informal setting with students, instructors, and other interested parties. Must be able to coordinate the activities of work-study students. Requires the ability to complete occupational health and safety within a reasonable time. Requires the ability to maintain productive and cooperative working relationships with others.

### **Physical Abilities**

Incumbent must be able to function effectively indoors in a classroom/laboratory environment engaged in work of primarily a moderately active nature. Requires sufficient ambulatory ability to stand for extended periods of time, lift and move medium weight materials up to 50 pounds, and move to work stations. Requires sufficient arm, hand, finger dexterity to setup experiments and use a computer keyboard and other office equipment. Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings. Requires visual acuity to read printed materials and labels and to observe students perform tests and assignments.

### **Licenses and Certificates**

May require a valid driver's license.

### **Working Conditions**

Work is performed indoors where significant safety considerations exist from physical labor, handling of medium weight, awkward materials, and volatile substances.

### **Salary/Fringe Benefits**

Grade 36 on District Classified Employee Salary Schedule at (\$5,954.88/month)

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

### **Selection Procedure**

After the application closing date, a search committee will review and invite the most qualified

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applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at [HR@Cerritos.edu](mailto:HR@Cerritos.edu) as search committee members are unable to discuss specific recruitments.

**Conditions of Employment** This is a full-time, 12-calendar month classified position.

Hours of employment are generally Monday thru Friday, 8:00AM - 5:00PM

Availability during the evenings and occasional weekends

**Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.**

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

***Candidates must be able to provide proof of California residency prior to employment.***

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

**\*\*Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

### **Application Procedure**

Application materials must be submitted by the closing date. We are committed to providing an inclusive and accessible application process. If you require a reasonable accommodation to apply or interview due to a disability, please contact Human Resources at [hr@cerritos.edu](mailto:hr@cerritos.edu) as early as possible. While advance notice (ideally at least 72 hours before the application deadline or scheduled interview) helps ensure we can meet your needs, we will make every effort to accommodate requests made at any time.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s)



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and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is [www.naces.org](http://www.naces.org).

### **Required Documents**

1. Cover Letter
2. Resume/Curriculum Vitae
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree) OR High School Diploma if applicable

**To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/5160940/ft-instructional-laboratory-technician-iii-physics>**

*The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .*

### **Contact Information**

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

### **Contact**

Staff  
Cerritos College

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