CHAFFEY COLLEGE
Invites applications for:
INSTRUCTIONAL ASSISTANT III (Lab Technician), CHEMISTRY
Application deadline: Wednesday, June 29, 2011 4:00 P.M.

POSITION DESCRIPTION
Under general supervision, coordinate the operation of the Chemistry lab by preparing materials for lab classes, maintain stock room and equipment, and ensure adherence to safety precautions. Train student assistants; assist students and staff with projects and perform other related duties in support of the Chemistry program as required.

RESPONSIBILITIES INCLUDE
♦ Maintain inventory, order supplies, equipment, and preserved specimens for labs. Contact the purchasing department and vendors to achieve the best price and quality of ordered items and to track status of orders.
♦ Prepare reagents and solutions; distribute chemicals, equipment, and supplies for student use in lab classes.
♦ Assist department faculty in maintenance of safe and sanitary conditions in the laboratory environment and monitor lab activities to ensure that appropriate safety precautions are used.
♦ Coordinate the safe storage, handling, disposal, and recordkeeping of hazardous chemicals and chemical waste.
♦ Perform or arrange for routine maintenance and minor repair of laboratory equipment. Schedule periodic maintenance service with outside vendors.
♦ Operate and maintain water still.
♦ Assist faculty in hiring, training, and coordination of the activities of lab assistants and assist in their duties when needed.
♦ Collect student lab reports, provide general information as requested, and assign and oversee use of student lockers.
♦ Perform related duties as assigned.

DISTRICT QUALIFICATIONS
♦ Any combination of education, training, and experience that provides the required knowledge, skills, and abilities. An example of this would be completion of an Associate’s degree with major coursework in chemistry and any experience that demonstrates the ability to assist others in a learning situation.
♦ Knowledge of terminology, practices, procedures, and safety precautions related to the operation of a college-level chemistry lab, including weighing chemicals, making dilutions, and use of equipment such as a spectrophotometer, pH meter, gas chromatograph, and water still.
♦ Ability to effectively assist students in the proper and safe use of lab materials, supplies, and equipment; maintain orderly and safe conditions in the lab.
♦ Ability to follow directions precisely for preparation of reagents and solutions.
♦ Ability to keep accurate records and maintain inventory control.
♦ Ability to independently organize and control workflow.
♦ Ability to establish and maintain cooperative working relationships with students, instructors, and others contacted in the course of performing assigned duties.
♦ Ability to obtain HAZWOPER (Hazardous Waste Operations and Emergency Response) certification within six months of employment.
♦ Clear evidence of sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

DESIRABLE QUALIFICATIONS
♦ Additional coursework in instrumental analysis and organic chemistry.
♦ Experience working independently in a chemistry laboratory.

SPECIAL CONDITIONS
♦ Exposure to hazardous chemicals; occasional lifting of items up to 50 pounds.
♦ Hours: Monday through Thursday, 1:00 pm - 10:00 pm; Friday, 7:30 am – 4:30 pm (hours may vary according to the assignment including days and weekends).
♦ May work at multiple locations to include Rancho, Chino, and Fontana campuses.

APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include a District application, resume, and copies of college-level transcripts. Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month, classified bargaining unit position. Starting date: as soon as possible. Range 11 of the CSEA Salary Schedule, with a starting salary of Step A, $2,944/month; progresses over time to $4,143/month. Excellent benefit package.

Chaffey Community College District is committed to equal employment opportunity.