INSTRUCTIONAL ASSISTANT IV, CHEMISTRY
Application deadline extended to: Wednesday, May 13, 2015 4:00 P.M.

POSITION DESCRIPTION
Under general supervision, coordinates the operation of the Chemistry Lab by preparing materials for lab classes, maintaining stock room and equipment, ensuring adherence to safety precautions, and providing other related assistance.

RESPONSIBILITIES INCLUDE
- Prepares reagents and solutions, and distributes chemicals, equipment, and supplies for student use in lab classes.
- Maintains inventory control of chemicals and supplies, monitors supply budget, researches prices, places orders, and makes arrangements for necessary equipment repair.
- Monitors lab activities to ensure that appropriate safety precautions are used.
- Operates and maintains deionized water system and other equipment.
- Collects student lab reports; provides general information as requested; assigns student lockers; answers telephone.
- Maintains lab in clean, safe, and orderly condition.
- Responds to laboratory emergencies including chemical spills and injuries.
- Assists coordinator in selection, training, and supervision of student employees.
- Maintain records of chemicals, supplies, equipment, lockers, hazardous wastes, purchases, computer and audio-visual materials, etc. for the Chemistry Department.
- Establish and maintain records for laboratory standard operating procedures for tasks performed in and/or by stockroom personnel.
- Performs related duties as assigned.

DISTRICT QUALIFICATIONS
- Any combination of education (which must include General Chemistry and Organic Chemistry), training, and experience that provides the required knowledge, skills, and abilities. An example of this would be completion of a Bachelor’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 spectrophotometers, pH meters, gas chromatograph, and deionized water system.
- Ability to effectively assist students in the proper and safe use of lab materials, supplies, and equipment, and to 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.
- Knowledge of handling hazardous materials, hazardous waste terminology, and practices.
- Possess (or be in the process of obtaining) a 24 hour or 40 hour HAZWOPER Certificate (Hazardous Waste Operations and Emergency Response).
- Competency in using WINDOWS-based software (including WORD, EXCEL, OUTLOOK, etc.).
- 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
Coursework in Chemical Instrumentation or significant experience with instrumentation typically used in undergraduate chemistry laboratories.

SPECIAL CONDITIONS
This position requires exposure to hazardous chemicals and occasional lifting of items up to 50 pounds.
APPLICATION PROCESS
The application package must include a District application for employment, resume, and copies of college-level transcripts (copies of degree/diploma are not acceptable in lieu of transcripts). District application must be filled out completely and in detail. 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 15 of the CSEA Salary Schedule with starting salary of Step A, $3,250/month; progresses over time to $4,573/month. Excellent benefits package.

Chaffey Community College District is committed to equal employment opportunity.