

Job Vacancy Notice

Job Title: College Laboratory Technician - Chemistry

Job ID: 19885

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

Performs highly-skilled laboratory functions and other technical duties in support of coursework.

- .Sets up, maintains, and organizes student laboratories
- .Assists students with setting up experiments and other learning exercises, and with the use of equipment and materials
- .Maintains appropriate safety and hygiene standards
- .Maintains required documentation related to laboratory activities
- .Manages equipment and materials inventories.

Job Title Name: College Laboratory Technician

CONTRACT TITLE

College Laboratory Technician

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

The Natural Sciences Department at Hostos Community College seeks candidates for a College Laboratory Technician to work for the Chemistry Unit. The mission of the Natural Sciences Department is to provide high quality educational programs in science and engineering as well as support to courses for the AAS, Allied Health and Liberal Arts programs. The Department assists students in developing skills required to analyze the mechanics of the natural and physical environment, think critically, communicate effectively, and cultivate an understanding of basic scientific and ethical values. The Department also plays a major role in guiding our students of diverse, multicultural backgrounds to acquire advanced knowledge and research skills empowering them to pursue higher education degrees in science and engineering.

Reporting to the Sr. College Laboratory Technician, the successful candidate will be responsible but not limited to the following:

- . Set up and/or prepare experiments for every lab running during assigned shift.

- Prepare all materials and solutions according to the laboratory sequences and transport materials to and from the laboratory rooms.
- Clean the lab area at all times according to lab guidelines/procedures.
- Secure rooms and equipment after the end of all shifts and return equipment back to their locations.
- Conduct inventory and perform an assessment of equipment to ensure the equipment is sufficient and in working condition until the next order is placed.
- Notify the lab coordinator either verbally or in writing regarding emergencies which occur during shift.

MINIMUM QUALIFICATIONS

High School Diploma with a minimum of four years' related experience. Additional education may be used to meet the experience requirement: An Associate degree may be substituted for two years' experience, and a Bachelor's degree may be substituted for four years' experience.

OTHER QUALIFICATIONS

The following qualifications are preferred:

- Bachelor/Master degree in Chemistry
- Availability to work evening and weekend hours

COMPENSATION

\$40,627 - \$51,378; commensurate with education and experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and three professional references.

CLOSING DATE

Open until filled with review of applications to begin February 1, 2019.

JOB SEARCH CATEGORY

CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.