



Job Announcement

Instruction & Classroom Support Tech 2 – 255N

Math/Science Division

State-Funded/Full-Time Classified Position

Note: This position is exempted from the hiring freeze because it directly supports instruction.

Salary Range: 44 \$2,920 to \$3,819 Monthly

Recruitment Availability: **Open Date:** August 12, 2010 **Close Date:** September 3, 2010

Benefits: Excellent fringe benefits including health, vision, and dental insurance for eligible family members (requires employee contribution), optional life insurance, long term insurance, and retirement benefits for employee.

Under general supervision, this position provides laboratory support to science-related courses in the Math/Science Division, and in particular coordinates the stockroom and the student instructional laboratories. This position reports to the Interim Dean of the Math/Science Division.

PRIMARY RESPONSIBILITIES

- Prepare, set-up, and clean-up equipment, materials and facilities for laboratory experiments and demonstrations;
- Use safety procedures in handling hazardous materials including, but not limited to, acids, pesticides and pathogens;
- Maintain inventory of chemicals, supplies, materials, equipment and instruments;
- Order (within budgetary limitations) and dispense supplies, materials, equipment and instruments;
- Monitor and maintain expense and inventory records such as tracking of requisitions;
- Provide direction to students and new faculty in the proper use of laboratory equipment, material and instructional computer systems;
- Monitor laboratories and stockroom to ensure compliance with safety policies;
- Maintain laboratory records and assist in the development and preparation of safe laboratory procedures, demonstrations and chemical hygiene plans;
- Assist in the development of laboratory procedures and demonstration models and construct apparatus used in demonstrations as needed;
- Provide care and maintenance of small live animals such as worms, fish and planaria, used in laboratory demonstrations;
- Monitor and maintain greenhouse facilities and equipment;
- Assign, instruct and check the work of student and/or hourly worker(s); and
- Perform other related duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree with major study in basic or applied sciences OR any equivalent combination of formal education and/or research, training or service laboratory operations experience.

CBC HUMAN RESOURCES OFFICE

EEO/Veteran/Disabled Employer & Educator

2600 North 20th Avenue • Pasco, Washington 99301 • (509) 542-4740 • <http://www.columbiabasin.edu/jobs>



Job Announcement

DESIRED QUALIFICATIONS

- Bachelor's Degree in Biology or other closely related science field; and
- Significant demonstrable experience in technical support of laboratory science programs.

SKILLS AND ABILITIES

Knowledge and/or understanding of:

- Basic scientific principles;
- College science programs;
- College policies and procedures;
- Completion of Hazardous Materials Data Sheets; and
- Applicable laws, regulations and other standards to establish and/or maintain a safe laboratory and work environment when handling and operating equipment and chemicals.

Ability to:

- Use biology and chemistry related laboratory equipment;
- Coordinate laboratory activities;
- Effectively communicate information in spoken and written word for the purpose of having others learn, understand and apply specific principles, techniques or information;
- Use Microsoft Office Suite, e-mail, Internet and search engines; and
- Work in a team environment.

TERMS OF EMPLOYMENT

This position is available **October 15, 2010**. This is a twelve (12) month full-time position, forty (40) hours per week and over-time eligible. The work hours for this position may vary with some flexibility in the work schedule required.

PROCESS NOTE: In accordance with the Child/Adult Information Act, RCW 43.43.830, the candidate selected for hire will be subject to a Criminal History Background Check. Additionally, pursuant to RCW 43.43.845(3), an inquiry will be made for employees and volunteers in the Washington Courts database for civil adjudications as a condition for consideration of employment.

CONDITIONS OF EMPLOYMENT: In the interest of providing a healthy, safe and secure educational and work environment, and in order to meet the requirements of federal legislation, it is the policy of Columbia Basin College to maintain an alcohol and drug-free workplace for our employees and students.

WORKING CONDITIONS: This position requires working in a potentially hazardous area (the stockroom and student laboratories) for most of the workday. While the goal of this position is to maintain these areas in a clean and safe condition, at least some minimal exposure to chemical vapors and biological materials may occasionally occur.

PHYSICAL REQUIREMENTS:

- Occasional need to lift at least 30 pounds;

CBC HUMAN RESOURCES OFFICE

EEO/Veteran/Disabled Employer & Educator

2600 North 20th Avenue • Pasco, Washington 99301 • (509) 542-4740 • <http://www.columbiabasin.edu/jobs>



Job Announcement

- Ability to be physically active for long periods of time; and
- Frequent need for oral, written and auditory communication.

APPLICATION PROCEDURE

Applicants must submit the following in order to be considered for the position:

1. Completed Columbia Basin College Application for Employment.
 - a. Applicant Notification & Disclosure Statement (Background Check).
 - b. Affirmative Action Data Form.
 - c. Department of Retirement Systems Retirement Status Form.
2. Cover Letter/Introductory Letter that addresses why you are interested in the position and how your background, training, and/or experiences qualify you for the position.
3. Current detailed resume of experience, education, and professional training.
4. Instruction & Classroom Support Tech 2 Examination attached to this announcement.

All application materials must be picked up, sent from the CBC Human Resources Office by U.S. Mail, or downloaded from our website at <http://www.columbiabasin.edu/jobs>. For further inquiries, please contact the Human Resources Office at (509) 542-4740. All application materials must be received in the Human Resources Office no later than 12:00 p.m. (PST) on the closing date. **Only completed applications will be forwarded for consideration by the Screening Committee.**

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate authorization to work in this position as required by the Immigration Reform Control Act of 1986.

Columbia Basin College operates under an approved affirmative action plan and encourages applications from persons of color, women, veterans and persons of disability. The Human Resources Office is accessible to those with disabilities. If you need accommodation in application or employment, contact the Human Resources Office at (509) 542-4740.

UNION CLAUSE

This is a bargaining unit position. Pursuant to a collective bargaining agreement, the successful applicant must (1) become a member of the Washington Public Employees Association (WPEA), (2) pay a representative fee, or (3) pay a non-association fee within 30 days of employment.

CBC HUMAN RESOURCES OFFICE

EEO/Veteran/Disabled Employer & Educator

2600 North 20th Avenue • Pasco, Washington 99301 • (509) 542-4740 • <http://www.columbiabasin.edu/jobs>

Name _____

Instruction & Classroom Support Tech 2 Examination

Your application and this examination will be used to evaluate your qualifications. Please make sure you fully address each question listed below. Your experience and training may be paid or unpaid, full-time or part-time and gained in any setting, such as previous employment, schooling or personal time. You must pass this examination to be considered further.

Please answer the following questions on separate paper. For each question, include when and where you obtained your experience or training.

1. Describe your experience and/or education related to the essential functions of this position. Include any work experience, course work and additional training you have had that would be helpful in this position. Include a copy of your college transcript(s) that reflects your scientific background.

2. Describe your experience in a laboratory setting, including the following:
 - a. Setting up materials for an experiment;
 - b. Conducting laboratory demonstrations;
 - c. Using safety procedures, including handling hazardous materials; and
 - d. Developing and explaining policies and procedures.

I certify that the above or attached written material is my own work and that the answers reflect a true and accurate representation of my experience. I understand that any violation of this certification, including false or misleading information, will result in immediate termination if I am hired.

Applicant Signature _____

Date _____