

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## Foothill College

### Laboratory Technician, Life Sciences

Job #07-040

Closing Date: 10/27/06

The Foothill-De Anza Community College District is currently accepting applications for **Laboratory Technician, Life Sciences, Foothill College**.

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under minimum supervision, perform technical work in the Biological and Health Sciences Division, including but not limited to Horticulture (HORT), Biotechnology (BTEC), Biology (BIOL) and Veterinary Technology (VT). Prepare and organize supplies and materials and assemble equipment for use in labs. Organize and set up demonstrations in a timely manner for various lab exercises. Maintain cleanliness in lab areas. Prepare, maintain and make minor repairs to lab and field equipment. Maintain records and inventory on equipment, tools and supplies and schedules. Maintain nursery, greenhouse, lath house, construction lab, gardens, and vehicles. Order, inventory, and issue lab equipment. Perform routine tests and experiments and maintain microbial cultures. Ensure compliance with regulations pertaining to HAZMAT, CAL/OSHA, USDA, Blood Borne Pathogens and Workplace Safety functions for the Biological and Health Sciences Division. Prepare, dispense and/or store supplies, media and chemicals in the proper manner. Coordinate student workers. Assist with recruitment and outreach efforts. Assist Directors (HORT, BTEC, VT and BIOL) with oversight of department related events, committees and accreditation activities. Provide assistance to Veterinary Technology during the summer months by coordinating animal feedings and providing general maintenance. Assist with the general operation of the BTEC short courses. Work with a variety of departments and participate in work-related training to become familiar with all specialty areas. Perform other related duties as required.

#### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree in Life Sciences or related field.
3. Three years related instructional laboratory experience.

#### **PREFERRED QUALIFICATIONS:**

1. Bachelor's degree in Life Science field.
2. Background and practical experience in Life Sciences.
3. Background working with regulatory compliance (OSHA, HAZMAT, Blood Borne Pathogens, workplace safety).
4. Pest Control Certification (PCA) and/or willingness to obtain certification.
5. Knowledge of the basic concepts in biology and chemistry.

6. Knowledge of laboratory techniques and procedures in horticulture, biotechnology, veterinary technology and/or general biology.
7. Knowledge of federal, state and other governmental regulations pertaining to the handling, storing and disposing of hazardous materials (including both biohazards and chemical hazards) and other regulatory compliance, i.e. USDA, CAL/OSHA.
8. Ability to assist students in the safe and proper use and operation of equipment and tools.
9. Ability to maintain laboratory equipment and facilities.
10. Ability to order, receive, and issue supplies, materials, and equipment.
11. Ability to maintain records of supplies and equipment.
12. Ability to communicate effectively with faculty, staff, and students.
13. Ability to oversee assistants and/or students.
14. Ability to develop spreadsheets, use CAD software, create and maintain databases, and install software.

#### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Laboratory Technician, Life Sciences.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

#### **CONDITIONS OF EMPLOYMENT**

Salary: \$3,758.27 per month plus benefits; level N-45

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Schedule: Monday –Friday 9 a.m.-6 p.m. occasional evening and Saturday work required.

-OVER-

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://www.fhda.edu>