

Job Title: College Laboratory Technician – Chemistry Department

Job ID: 32761

Location: College of Staten Island

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 College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they

instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Senior College Laboratory Technician and the Department Chair, the College Laboratory Technician's responsibilities, in addition to the general duties, include but are not limited to:

- Preparing, dispensing, and labeling solutions, reagents, and glassware for undergraduate and graduate chemistry laboratory courses, ensuring accuracy and availability for scheduled instructional activities.
- Maintaining chemical storage inventories in both physical and electronic formats; monitoring stock levels to anticipate instructional needs and prevent shortages.
- Ordering chemicals, supplies, and equipment through the purchasing system, processing invoices, and tracking deliveries to maintain continuous lab operations.
- Assisting with the proper condition, organization, and readiness of instructional labs; ensuring chemical waste is handled, stored, and disposed of in accordance with established procedures.
- Assists in maintaining compliance with federal, state, and institutional safety regulations, including OSHA and EPA standards, related to the storage, handling, and disposal of chemicals and hazardous waste. Supports safety audits and contributes to departmental compliance efforts.
- Setting up, maintaining, and organizing student laboratories for 100- and 200-level courses, with particular emphasis on organic chemistry labs; preparing demonstrations and ensuring experiments run smoothly.
- Performing routine maintenance, calibration, and minor repairs on laboratory equipment and instruments; managing equipment and materials inventories to maximize availability and lifespan.
- Supporting faculty and students in the use of laboratory instruments, providing guidance on safe practices, and troubleshooting basic equipment issues during instructional sessions.

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

Preferred qualification include:

- A B.Sc. or higher degree in Chemistry or Biochemistry is preferred; however, qualified applicants in other related disciplines are encouraged to apply.
- At least one year of experience in the safe handling and preparation of chemicals and chemical reagents, including organic chemicals and related reagents.
- Working knowledge of computer software applications, including spreadsheets, purchasing systems, and chemical inventory systems.
- Knowledge of the safe handling of compressed gas cylinders, as well as possession of a C-14 Certificate of Fitness issued by the New York City Fire Department.

- At least one year of experience working with students or customers.
- At least one year of experience working with and maintaining modern organic instructional equipment and instruments, including FT-IR, UV-Vis, NMR, and related laboratory instrumentation.
- Ability to safely move minor laboratory equipment.

COMPENSATION

\$53,862 - \$59,587

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

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

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

October 5, 2026

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.