Job Title: College Laboratory Technician – Chemistry Department

Job ID: 18384

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

In support of the campus mission, strategic goals and plans, College of Staten Island seeks to fill one College Lab Tech (CLT) vacancy in the Chemistry Department. The College of Staten Island (CSI) is a senior college of the City University of New York (CUNY), located on a 204-acre campus in a residential suburban borough of New York City. The Chemistry Department offers American Chemical Society-certified undergraduate majors in Chemistry and Biochemistry. At the graduate level, the department participates in the CUNY Graduate Center Chemistry, Biochemistry, Biology, and Physics Ph.D. programs. The Department combines outstanding physical facilities with a close-knit community of scholars. Our 17 faculty members include professors who are nationally and internationally recognized in their fields. Departmental facilities include research and instructional laboratories and a variety of equipment and instruments for student and research use. Candidates with demonstrated commitment to diversity and inclusiveness are encouraged to apply.

Reporting to the Senior College Laboratory Technician and the Chair, the general duties of the College Laboratory Technician include but are not limited to:

- Prepares and dispenses solutions, reagents, and glassware to undergraduate/graduate chemistry lab students
- 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
- Orders chemicals through the purchasing system and assists Senior CLT with processing of invoices
- Maintains required documentation related to laboratory activities
- Maintains appropriate safety and hygiene standards, in compliance with governmental safety regulations regarding storage and handling of chemicals and hazardous waste properly.
- Performs basic maintenance of equipment/instruments and manages equipment and materials inventories, both physical and electronic.
- Safely moves minor lab equipment

**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**

- A M.Sc. in chemistry or biochemistry is preferred; however qualified applicants in other related disciplines are encouraged to apply
- Experience in safe handling of chemicals, experience in preparation of chemical reagents
- Working knowledge of computer software, including spreadsheets, purchasing, and chemical inventory
- Knowledge of safe handling of compressed gas cylinders and liquid nitrogen and helium as well as possession of a C14 Certificate of Fitness from the New York City Fire Department
- Experience working with students or customers
- Experience in the maintenance of equipment and instruments

**COMPENSATION**

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/](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**

April 26, 2018

**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.