Job Title: College Laboratory Technician – Engineering Science & Physics (Geology)

Job ID: 18432

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.

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CONTRACT TITLE

College Laboratory Technician

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

The Earth and Ocean Sciences group within the Department of Engineering Science and Physics at the College of Staten Island/CUNY seeks candidates for a College Laboratory Technician (CLT) position for Fall 2018. This is a non-teaching Instructional Staff position. The CLT in this position will be responsible for providing technical expertise to faculty and students in all Earth and environmental sciences courses. The CLT will also assist faculty and students in providing technical expertise in research.

The CLT duties include, but are not limited to:
- Provides support to students in instructional laboratories in Earth and environmental science, by setting up experiments and practical learning activities.
- Manages and maintains inventory of equipment and samples needed for student instruction, including maintenance of field equipment and petrographic microscopes. Prepares materials for all instructional laboratories and field trips.
- In conjunction with the Earth and Ocean Sciences coordinator, prepares the laboratory schedule for each semester, including scheduling of adjunct CLTs. Works with adjunct CLTs and assists with training new staff when necessary.
- Prepares purchase requisitions (1) for supplies, materials and equipment for earth and environmental sciences instructional and research laboratories and (2) bus service and necessary admission fees for geology field trips.
- Coordinates with the College’s Environmental Health and Safety Officer to ensure the safe storage, use and disposal of chemicals.
- Maintains an inventory of departmental collections of minerals, rocks, fossils and maps.
- Updates the Earth and Ocean Sciences group website and social media accounts.
- In consultation with EOS faculty creates, maintains, and updates displays, posters, brochures, announcements and other promotional materials highlighting the activities of the EOS group.

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

- Bachelor of Science degree in Earth Science or related field.
- Lab work experience, including maintenance of equipment and familiarity with safety procedures.
- Experience of curating geologic samples.
- Experience with MS Office, GIS software (e.g. Google Earth, ArcGIS) and maintenance of website and social media feeds.
- Experience working with undergraduate students.

COMPENSATION

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

April 17, 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.