



## Science Laboratory & Stockroom Assistant 1

510E

### WHY WORK AT SPSCC?

The College embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

### MISSION AND VISION

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

### EQUAL OPPORTUNITY EMPLOYER

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action

<b>Position type</b>	Part-time, Hourly, no benefits
<b>Salary</b>	\$ 15.32 per hour
<b>Closes</b>	Open Until Filled
<b>Posted</b>	May 30, 2017
<b>Location</b>	Main Campus; Olympia, WA

South Puget Sound Community College seeks to establish a pool of self-motivated, organized and enthusiastic individuals to serve as science laboratory and stockroom assistants. This recruitment is open to all applicants who meet the minimum qualifications stated below.

Applications received for this position will be used to create an applicant pool that will be used to fill any science laboratory and stockroom assistant vacancies which may occur at the college over the next six months.

### Definition:

A science laboratory and stockroom assistant 1 provides assistance in supporting science teaching laboratories and auxiliary areas in the natural sciences building. This may include work in biology, chemistry, botany, geology, or physics. The position assists with laboratory cleanliness and organization, preparation of laboratory supplies for science courses, and the auxiliary functions of the science stock rooms. Actual duties are contingent upon education, training, experience, and departmental needs. This position reports to the Science Lab Technician.

### KEY RESPONSIBILITIES

- Assist with keeping laboratories, stockrooms, and storage areas clean and organized.
- Assist with keeping supplies, materials and equipment clean, organized and ready for use.
- Prepare and put away reagents, equipment, supplies or specimens for laboratory sessions.
- Conduct and update inventories of equipment, supplies and reagents.
- Learn microbiology techniques, procedures and equipment use and assist with preparation of microbiological media and maintenance of bacterial cultures.
- Learn treatment and disposal of chemical or biological hazardous wastes.
- Work with and around fresh and preserved animal specimens, and assist with care of live specimens.
- Provide clerical support for the laboratories, including the creation of Excel spreadsheets, labels, and other pertinent documents for the laboratories.

employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

#### **RECRUITMENT PROCESS**

Recruitment and screening of applications will be ongoing until the position is filled and management reserves the right to make a hiring decision prior to the closing date. The screening committee will not review incomplete or late applications. Submitted applications are the property of SPSCC and will not be returned.

#### **CONDITIONS OF PART-TIME EMPLOYMENT**

Non-permanent employees under the provisions of WAC 357-19-435 are only authorized to work up to a maximum of 1050 hours in any twelve (12) consecutive- month period from the original date of hire. Employment with the college could end any time. All Non-permanent employees who work more than 350 hours during their anniversary year will be covered by the WFSE collective bargaining agreement. At that time, the employer will furnish the employee with a dues authorization form for payroll deduction of union dues.

- Provide other related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- High school graduation or equivalent
- Successful completion of college level coursework in biology or chemistry, or equivalent training or experience
- Experience working with equipment, reagents or bacterial cultures in a laboratory setting
- Knowledge of safe laboratory practices
- Ability to communicate well and present oneself in a professional manner; excellent written and verbal communication skills, including good listening skills
- Ability to function as a team member and work effectively with a diverse population of students, faculty, administrators and support staff in accomplishing tasks
- Strong organizational skills, ability to work independently and prioritize multiple tasks, maintain confidentiality and accommodate numerous interruptions
- Position requires high degree of accuracy and attention to detail.
- Advanced knowledge of computers and software applications, specifically MS Office suite: Word, Outlook, and Excel

#### **HOW TO APPLY**

Interested candidates may apply by submitting the following items:

1. [Completed SPSCC Employment Application](#)
2. Letter of formal application that specifically addresses your ability to perform the responsibilities and competencies described
3. Resume of all educational and professional experience that demonstrates how you meet the minimum and any preferred qualifications

**Send application materials via one of the delivery methods below- email is preferred:**

E-mail: [jobline@spscc.edu](mailto:jobline@spscc.edu) Fax: (360) 596-5706

Mail: Human Resource Office  
South Puget Sound Community College  
2011 Mottman Road SW  
Olympia, WA 98512

