COLLEGE of the CANYONS
SANTA CLARITA COMMUNITY COLLEGE DISTRICT

announces an employment opportunity for
Instructional Laboratory Technician
(Earth, Space, and Environmental Sciences) (47.5%)

A Part-Time Classified Represented Position
Review Date: May 2, 2016

POSITION DESCRIPTION:
Reporting to and under the supervision of the Division Dean with daily work direction provided by the department chair in conjunction with department faculty, performs a variety of technical and specialized duties related to the development, preparation, operation, and maintenance of the Earth, Space, and Environmental Science Department’s instructional laboratories, and related areas; orders, tracks, operates, and demonstrates the use of specialized equipment, supplies, chemicals, and instructional materials in a safe, clean, and orderly manner; provides information and technical assistance to faculty and students; works within curriculum, goals, and objectives to develop and modify existing laboratory procedures; and provides for proper disposal of waste materials in accordance with proper risk management guidelines. Performs other related duties as assigned.

ESSENTIAL DUTIES:
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assist in the operation and maintenance of an instructional laboratory and related areas. Sets up and cleans up weekly laboratory activities. Performs specialized and technical duties to assure efficient lab operations.

2. Assists instructors in the use of a variety of equipment, materials, chemicals, and supplies in an instructional laboratory setting.

3. Prepares chemical solutions, reagents, supplies, and other instructional materials and equipment for instructors’ demonstrations and laboratory exercises.

4. Assists instructors in researching new lab exercises and demonstrations to support laboratory course objectives.

5. Operates a variety of equipment typically found in Astronomy, Physical Science, Geology, Geography, Oceanography, and Environmental Science Laboratories.

6. Orders, receives and stores supplies, materials, and equipment; maintains inventories, conducts catalog searches and contacts vendors or local sources to purchase supplies and materials. Transfers necessary supplies between the Valencia and Canyon Country Campuses as needed.

7. Maintains the laboratory environment in a safe, clean, and orderly condition; assures the safe and proper handling of chemicals, equipment, and instrumentation. Provides for proper disposal of waste materials in accordance with risk management guidelines.

8. Understands and implements safety protocols and procedures.

9. Adjusts, maintains, and performs minor repair to equipment; reports major facility and IT repair needs according to established procedures.

10. Prepares and maintains various records and reports related to laboratory operations, personnel, equipment repair, inventory and financial records.

11. Trains and provides work direction to college assistants and short-term employees as assigned; assists in coordinating laboratory duties and assignments.

12. Performs a variety of clerical duties and responds to questions from dean, faculty, staff, students, campus community, and general public.

13. Inventories, organizes, and maintains the Earth, Space, and Environmental Sciences Department’s rock, mineral, fossil, map, and telescope collections.

14. Constructs physical science and earth science demonstration models and equipment.

15. Performs other related duties as assigned.
DEM ONSTRATED ABILITIES:

Position requires knowledge of:

1. Basic principles, procedures, and techniques used in instructional science laboratories.
2. Health and safety practices and precautions applicable to physical and earth related sciences.
3. A wide variety of equipment and materials used in physical and earth science instructional laboratories.
4. Fundamentals of laboratory organization and management.
5. Oral and written communication skills.

Position requires ability to:

1. Follow complex instructions to prepare for and complete the set-up and break down of instructional laboratories.
2. Use initiative and problem-solving skills in carrying out responsibilities.
3. Operate various instruments used in physical and earth science instructional laboratories.
4. Develop or modify laboratory procedures in cooperation with faculty and staff.
5. Operate, adapt, and maintain scientific equipment routinely used in instructional laboratories.
6. Keep detailed, precise records and handle correspondence effectively.
7. Work and communicate effectively, cooperatively, and professionally with dean, faculty, students and staff.
8. Work varied hours, including evenings and weekends where appropriate.
9. Demonstrate interpersonal skills using discretion, patience and courtesy.
10. Understand and work within curriculum, goals and objectives of the Earth, Space, and Environmental Sciences Department.
11. Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high-quality instructional services.
12. Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, age, and ethnic backgrounds of community college students, staff, and community.

MINIMUM REQUIREMENTS:

Experience:
Two (2) years of full-time equivalent responsible experience working with the public or working in an educational, tutorial, or laboratory setting. Additional years of education may substitute for experience requirement on a year for year basis. One year will equal 30 semester units.

Education:
Education equivalent to an Associate of Arts degree (60 semester units) from an accredited institution in a related field. College coursework must include successful completion of a minimum of 10 semester units of undergraduate course work in physical science, physics, astronomy, chemistry, geology, meteorology, oceanography, physical geography, or environmental science.

DESI RABLE QUALIFICATIONS:

1. Knowledge of rock, mineral, and fossil specimens and identification procedures.
2. Experience working in a physical science or earth science instructional laboratory setting.
3. Bachelor’s degree in a discipline related to the assignment.

SALARY PLACEMENT:

Salary placement will be on Range 25 of Classified Represented Salary Schedule B ($1,799.30 - $2,829.58 per month as pro-rated for 47.5%). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($1,799.30 / $1,909.03 / $2,021.60 as pro-rated for 47.5%) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9; three years at Step 9 before moving to Step 10; and four years at Step 10 before moving to Step 11.

Probationary period for new Classified employees is one year. Work year is 12 calendar months. The normal workweek for this position is 19 hours. Paid holiday, discretionary, vacation, personal necessity, and sick time are provided and will be pro-rated based on hours worked. A regular work schedule will be assigned, with the ability to work a flexible schedule as needed. A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.

PHYSICAL CHARACTERISTICS:
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing ladders and staircases; lifting and stacking objects up to 50 pounds occasionally; frequent exerting 10-20 pounds of force to lift, carry, push, pull or otherwise move/handle material and objects; stooping, kneeling, crouching, reaching, twisting and turning, bending at the waist; hand and finger dexterity to operate a computer keyboard and related equipment; hearing and speaking to communicate and provide information to others; vision to read printed materials, computer monitor, depth perception, and use of near and far vision; exposure to toxic, pathogenic, or otherwise irritating substances and chemicals and requires the use of personal protective equipment; travel from site-to-site.

DISTRICT CLASSIFIED EMPLOYEE BENEFITS:
This is a part-time position working 19 hours per week and is not eligible for District paid health and welfare benefits. Professional development opportunities are provided to all employees. Educational incentives are available to eligible Classified Represented and Confidential employees.

RETIREMENT: This position is not eligible for PERS retirement plan unless hours exceed 1,000 in a fiscal year.
CONDITIONS OF EMPLOYMENT:
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.
Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
Board of Trustees approval.
Official, sealed transcripts are required upon offer of employment.

EEO POLICY:
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.
Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT:
Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges.
Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.
The college’s influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Thousands of children visit the college’s Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.

College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor’s and master’s degrees, from partnering four-year colleges and universities.

Because of the college’s commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than $240 million since 2001. The college also secures substantial funds from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them. The college is designated as a Hispanic Serving Institution.
Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.
APPLICATION AND SELECTION PROCESS:
Applicants are encouraged to complete their applications online. Please visit our website at \texttt{http://www.canyons.edu/Offices/HumanResources}. If you require assistance, please call the Human Resources office at \texttt{(661)362-3427} or for the hearing impaired \texttt{TTY/TDD Line at (661)362-5178}. Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- **Online District CLASSIFIED Application.**
- **Detailed resume,** which includes month/year dates of employment and descriptions of responsibilities at each employer.
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties and the abilities section of this announcement.
- **Copies of complete and legible college transcripts** clearly indicating all college units earned and any degree awarded. You can submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.

1. Do you possess education equivalent to an Associate’s degree from an accredited college or university? (yes/no) Please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.
2. Please describe your experience working with the public or working in an educational, tutorial, or laboratory setting. Include employer name(s), position title(s), dates of employment, full-time or part-time status (including number of hours per week), your roles and responsibilities. Please provide your total years of full-time equivalent experience in this field.
3. Identify at least ten (10) semester units of coursework from your transcript in physical science, physics, astronomy, chemistry, geology, meteorology, oceanography, physical geography, or environmental science. Please include course title, units, name of educational institution, and a brief description of how that course meets this requirement. Please ensure that copies of transcripts with the coursework are submitted as part of your application materials.
4. Please describe your experience working with equipment and instructional materials typically found in the Astronomy, Physical Science, Geology, Geography, Oceanography, and Environmental Science laboratories.
5. What experience have you had with maintaining inventories, conducting catalog searches, and contacting vendors to secure quality products at reasonable prices when purchasing supplies and materials for a laboratory?
6. Briefly describe your experience promoting safety in the laboratory as well as providing for proper disposal of waste materials in accordance with risk management materials.
7. Please describe your experience maintaining various records and reports related to laboratory operations, personnel, equipment repair, inventory, and financial records.
8. What specific experience have you had with purchasing processes, use of electronic purchasing software (such as Datatel), and purchase orders?
9. Describe your experience working with MS Office Suite software (Word/Excel/Outlook/PowerPoint). Provide your level of proficiency and examples of how you have used these software programs in the workplace.
10. Why are you interested in working as an “Instructional Laboratory Technician (Earth, Space, and Environmental Sciences)” part-time staff member at College of the Canyons?

- **Letter of reference** are optional.

Please note:
- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources Office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
- Applicants are encouraged to apply online. If you need assistance with the application process, please contact:

  Human Resources Office at \texttt{(661) 362-3427}
  \texttt{TTY/TDD Line at (661) 362-5178}
  Or visit our website at \texttt{http://www.canyons.edu/Offices/HumanResources}

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews during the week of May 23, 2016 and conduct final interviews during the week of May 30, 2016. This is an estimated timeline, and is subject to change.

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delayed filling this position. Recruitment may continue until the position is filled.

**COLLEGE OF THE CANYONS**
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
www.canyons.edu

\includegraphics[width=\textwidth]{map.png}