

Position Description
Laboratory Technician - Earth Sciences
Department: Earth Sciences

POSITION PURPOSE

The Laboratory Technician - Earth Sciences provides instructional support services for faculty and students in the proper use and operation of equipment and materials computer programs for Earth Sciences program, tutors students and/or assists in directing their experiences, and assists in the preparation of instructional materials for Earth Sciences program.

NATURE AND SCOPE

The Laboratory Technician - Earth Sciences may supervise student workers.

The Laboratory Technician - Earth Sciences is responsible for arranging collections, ordering supplies, and creating displays. Other decisions, such as approving budget expenditures and meeting the specific needs of the department, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Assists students and faculty in the use and operation of equipment and materials in the completion of assignments.
2. Prepares and sets up for lab exercises, distributing and arranging rocks, minerals, and paleontological samples as needed; prepares, bottles, labels reagents and laboratory test solutions.
3. Assures work area is clean and in working condition; organizes supplies and laboratories.
4. Orders and receives supplies, ensuring adequate supplies are on hand as needed, organizes stock, and keeps track of budget.
5. Supervises the use of personal computers; installs and maintains instructional software.
6. Empties laboratories of used equipment, cleans appropriately and returns to proper storage area.
7. Orders and maintains an inventory of laboratory study specimens, charts and maps, field materials, and chemicals.
8. Maintains equipment such as seismograph, microscopes, balances, and computer related items.
9. Attends meetings of the Earth Sciences, Photographics and Astronomy Department.
10. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Subject matter of all Earth Sciences program courses
Equipment, materials, supplies and related items used in all Earth Sciences courses
Care of live specimens and the preparation and maintenance of preserved specimens
Proper safety procedures in working with and storage of hazardous and potentially hazardous materials and chemicals
Understanding of budgets and revenue control
Computer literacy; various educational software applications

Skills and Abilities:

Demonstrate or indicate the proper use of all equipment, materials, supplies and related items used in Earth Sciences program courses
Provide substantive assistance to students on text and/or lab manual problems and questions in all Earth Sciences program courses
Strong analytical skills
Strong problem solving skills
Excellent interpersonal skills
Excellent written and oral communication
Ability to work independently
Management, organizational and supervisory skills

Education and Experience:

A.A. degree in Earth Sciences or related field OR
Completion of major course work in a lower division earth sciences program OR
2 years directly related experience OR
Combination of the above

Working Conditions:

Some exposure to hazardous or potentially hazardous chemicals e.g., HCl
Ability to lift up to 50 lbs. e.g., rocks
Some physical activity e.g., climbing