

**POSITION DESCRIPTION  
LABORATORY TECHNICIAN, NATURAL SCIENCES**

**OVERVIEW:**

*Under the direction of the Division Dean, provides technology support services for instructional programs within the Natural Sciences Division assisting students and faculty in the use and operation of equipment, computer programs and materials; assists students in assigned activities.*

**EXAMPLES OF DUTIES:**

- Provides technology support services for instructional programs within the Natural Sciences Division (Agricultural Science, Biology, Chemistry, Earth Sciences/Photographics, Math & Computer Sciences, Nursing, Physics & Engineering); assists students and faculty in the use and operation of equipment and materials.*
- Troubleshoots instructional technology systems, including computer and network hardware/software, data acquisition apparatus and other scientific instrumentation; configures and reformats systems; installs and maintains software; establishes and maintains networks.*
- Prepares and revises handouts regarding operation protocols for scientific instrumentation and instructional technology.*
- Trains and provides work direction to assigned personnel; coordinates scheduling; manages resources in accordance with department restrictions; supervises hourly student assistants according to established regulations and procedures.*
- Gathers information for advisement purposes for faculty and staff with regard to proposed equipment purchase/maintenance, lab design and instructional effectiveness, platform and hardware compatibility issues, etc.; communicates with vendors and service support personnel.*
- Assists classroom instructor with student classroom activities.*
- Prepares requisitions to purchase items as needed; maintains inventory of equipment, materials and supplies.*
- Operates equipment including computer terminals/peripherals and computer-assisted data collection devices (e.g. Oscilloscopes, gas chromatograph, physiograph, CBL-units, etc.); assures equipment is in proper working order.*
- Communicates with a variety of departments and instructors to exchange information and coordinate activities; interfaces cooperatively with campus Information Technology personnel and technical support.*
- Assures proper use of laboratory by monitoring activity according to established policies and procedures. Performs related duties as assigned.*

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- *Equipment, materials, supplies and related items used in science and mathematical disciplines.*
- *Computer hardware (PC, Mac), client/server network architecture, and general operation of instructional technology used in science/math instruction. Knowledge of Internet applications in math/science is desirable.*
- *Computer operating systems and common software applications, including multimedia authoring, office productivity, databases, etc. Familiarity with scientific data acquisition software and computer programming preferred.*
- *Basic principles of organization and work management.*

**Ability to:**

- *Perform the duties specified above.*
- *Work independently on a variety of assignments.*
- *Work directly with students on various classroom and laboratory activities. Communicate effectively in English, and follow oral and written directions.*

## **Laboratory Technician, Natural Sciences**

- *Establish and maintain effective working relationships with college students, faculty and staff, and with vendors and maintenance agencies supporting Division technology.*
- *Inventory and maintain records related to Division technology.*
- *Make recommendations for maintenance, upgrades and optimum usage of computers and scientific instrumentation in instructional programs.*

### **Experience and Education:**

*Two years experience in performing the duties described and completion of major coursework in lower division life and physical sciences, or an equivalent combination of the two. Training/experience relevant to instructional/scientific technology preferred.*