

Position Title: Laboratory Specialist, Sciences II

Dept/program Life Sciences

Submitted by: Gary Fuller, Life Science Division Chair

FTE Full-Time

New or Replacement: Replacement of the existing 40 hr/week position that will be vacated by David Albright's retirement in June 08.

Salary/Benefit Costs: salary \$ 39,372+ benefits \$30,346

Total Costs: \$ 69,718

Funding Source: General fund, \$ 92,698 budgeted in the current year

Salary Savings? There will be approximately \$ 23,000 in savings since David has been here 31 years.

Description of duties and responsibilities

This position is the technical support for the Life Sciences. Some typical duties include:

Prepare equipment for laboratory sessions and class demonstrations according to the instructions of the faculty.

Acquire, control, safely store, operate, maintain, and, repair large inventory of delicate, expensive laboratory equipment, and materials, which could include hazardous materials, in assigned area.

Ensure appropriate disposal of hazardous materials and equipment; provide appropriate documentation as required by government agencies.

Set up equipment from written instructions and diagrams; document lab equipment usage and draw explanatory layouts for procedures; compile the changes for inclusion in the student lab manual.

Return equipment from laboratory sessions and class demonstrations to the correct, safe location in a timely fashion.

Schedule lab rooms, and workload; ensure that instructional materials are ready, when needed, by instructors.

Coordinate, train and oversee work of student employees; provide appropriate student safety training; maintain records of training.

Perform maintenance and repair of laboratory equipment; design/construct special equipment or models as needed; keep records related to operation of laboratory.

Identify and tag equipment that needs repair or maintenance by other techs or outside vendors.

Perform minor software and hardware computer tasks such as: set-up computers and peripherals, ready them for specific purposes, ready computer projectors and monitors for class use; check disks for viruses; develop and maintain software programs for assigned labs.

Assist students and faculty with equipment and computers as needed in lab sessions.

Coordinate the scheduling and use of facilities and equipment with other technicians and faculty.

Special Considerations: This position is the only computer and equipment technical support for Life Sciences. David's knowledge of our equipment and his innovation in developing labs is invaluable.

Does the position act as an entry point for the college? Should it be bilingual?

This position includes direct interaction with the students in the program. While being bilingual would be helpful, it should not be a requirement.

What would happen if this position weren't approved?

If the position is not approved, our laboratory classes will grind to a halt. We literally cannot function without this position. Lost revenue will occur do to the loss of the courses effected.