



Position Title: Part-Time Laboratory Technician

Job Code: 8308

Reports To: Associate Instructor

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Laboratory Technician performs laboratory set-up and support duties for the Chemistry, Physics, and Earth Science Laboratory Programs.

Duties & Responsibilities:

- Unpacks shipments of electronic equipment, chemicals, and plastic disposables
- Sets-up and maintains all eight Chemistry and Physics laboratories with new equipment, instruments, chemicals, disposables, and glassware
- Installs and checks all pieces of electronic equipment and laboratory supplies
- Organizes storage and creates inventory of chemicals, plastics, disposables and electronic equipment
- Maintains files of equipment documentation (equipment manuals, guides etc)
- Maintains official College written inventory of equipment and supplies and provides recommendations to purchase new and replacement supplies
- Organizes all equipment, materials and chemicals as sets to every laboratory class
- Reviews and edits laboratory manuals for CHM 1025L, CHM 1045L, and CHM 1046L courses
- Assists with coordination and implementation of laboratory experiments
- Tutors students with laboratory exercises and proctor exams
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree with college credits that include CHM 1045, CHM 1046, CHM2210, CHM 2211 and all the accompanying lab courses for each CHM course
- All educational degrees must be from a regionally accredited institution
- Knowledge of chemistry-physics related equipment and supplies including Mettler Balances and pH Meters and all measurement devices used in a laboratory
- Knowledge of analytical solution preparation and standardization using volumetric glassware and repipets
- Knowledge of standard methods of chemical analysis, including redox and acid-base titrational analysis, density and specific gravity analysis of liquids and solids by measurement and displacement, specific heat, and melting and freezing point analysis
- Knowledge of advanced methods of chemical analysis, including potentiometric titrations, formulating reaction strategy for synthesis of organic compounds using recrystallization, fractional distillation, extraction, steam distillation, and NMR and IR spectral techniques
- Knowledge of NMR and IR Spectrophotometers, Spectronic 20D+ spectrophotometer, Mettler Analytical Balance, Mettler Research grade pH Meter
- Knowledge of all safety procedures and techniques according to OSHA regulations for college laboratories

- Must have strong communication skills (Verbal and Written)
- Must possess computer skills

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name