



JOB TITLE: Science Lab Technician – 9 Month Assignment

JOB CODE: Hourly

Department Name: Arts & Sciences
Reports To: Science Lab Coordinator
Location: Mt. Pleasant and Harrison Campus

EX/NE: Non - Exempt
Pay: Grade 4, Per ESPA Agreement
Last Revised: July 2020

POSITION SUMMARY:

Mid Michigan College seeks individuals who: value collegiality and mutual respect; use data in decision making; are innovative; are service minded; are goal oriented; strive to continually improve themselves and their work processes; are willing to collaborate and seek to add value in every interaction.

This position is responsible for technical and lab assistance on both campuses. Assistance is required with both the biology and chemistry labs. The work schedule and location is to be determined by the lab coordinator each semester, with the lab technician's input. Lab schedules vary from semester to semester and some Saturdays and evenings may be required.

This position is a 9 month per year assignment. The person will work from August 20th – May 19th each academic year. Insurance benefits (medical, dental, & vision) premiums may be paid in full for the 12 month period over the 20 pays of this position. Employees opting out of the medical plan receive 75% of the college's defined medical opt out payment.

Leave time is earned at 75% of amounts outlined in the ESPA Agreement.

All holidays recognized by the college outlined in the ESPA Agreement would be paid with the exception of Memorial Day and Independence Day.

Position would be covered by all other provisions as outlined in the ESPA Agreement.

ESSENTIAL JOB FUNCTIONS:

1. Serves as the primary point of contact for faculty in the following areas:
 - a. Laboratory Safety Quizzes
 - b. Laboratory Safety Policy Orientation
 - c. Chemical Hygiene Plan Orientation
 - d. Orientation to Laboratories
2. Monitors and maintains inventory of lab supplies, chemicals, and equipment on both, Mt. Pleasant and Harrison campuses, and for off-site campuses.
3. Prepares lab kits and supplies for transportation to off-site teaching locations.
4. Cleans and stores lab kits and supplies received from off-site teaching locations.

5. Maintains laboratories in compliance with OSHA and MIOSHA regulations, as well as science department policies and standards. Specific duties include:
 - a. Monitors procurement, use and disposal of chemicals used in the lab.
 - b. Assists the lab coordinator in developing and implementing an appropriate chemical hygiene policy and practices.
 - c. Assists lab coordinator in developing precautions and adequate facilities.
 - d. Knows the legal requirements concerning regulated substances.
6. Inventories lab supplies regularly; provides a list of needed items to Science Lab Coordinator for ordering.
7. Maintains/calibrates lab equipment and cleans lab equipment, tables, and sinks as needed.
8. Prepares and/or tests routing laboratory experiments to ensure such experiments will demonstrate the intended principle or procedure for which the experiment was designed.
9. Maintains and develops demonstration kits for instructor's use.
10. Responsible for the preparation and take down of supplies, equipment, and chemicals for lab activities that occur during scheduled work hours and ensuring supplies and equipment are easily accessible for other instructors.
11. Works with a full range of chemicals. Prepares, in a timely manner, any reagents, solutions, unknown samples and other lab supplies and/or apparatus needed to carry out the laboratory exercise; and properly disposes of lab wastes safely.
12. Assists instructors in identifying and resolving routing problems utilizing methods and techniques that ensure or improve the effectiveness of the lab experiment.
13. Monitors science lab policies to ensure student safety in lab areas.
14. Assists in editing and updating lab manuals. This includes formulating procedural notes for students to enhance the safety or success of an experiment or lab.
15. Assists instructors and students during labs as needed.
16. Assists in the development and implementation of departmental objectives, policies, procedures and standards; recommends changes to departmental procedures as necessary to improve the efficacy of the Department.
17. Attends, facilitates, and/or leads staff meeting and in-service programs within the department and college-wide.
18. Supports and serves as a role model for our mission, vision, values, and customer service initiatives.
19. Adheres to the organization's policies & procedures, and compliance guidelines.
20. Performs other duties as assigned.

BACKGROUND AND JOB REQUIREMENTS:

Knowledge, Skills, Abilities:

- Strong experience in biology and chemistry required.
- Knowledge of lab safety procedures.
- Ability to maintain inventory of supplies and equipment.
- Good communication and verbal skills.
- Ability to maintain good work relations with fellow employees, students, and instructors.
- Ability to apply and support quality improvement approaches to laboratory, department, and college operations.

Education, Certification, Licensure:

- Associate Degree in biology or chemistry; or 20 credits in related sciences required.
- Bachelor's Degree in chemistry or biology preferred.

Experience:

- 2-4 years experience in a science lab environment preferred.

WORKING ENVIRONMENT:

- The job responsibilities of this position are performed in a classroom environment.
- There may be occasional travel to other college locations for meetings.
- There may be occasional travel for conferences/training.
- Duties are performed in an independent and team atmosphere. Continuous collaboration with team and supervisor will occur.
- The job requires moderate physical exertion, such as walking, standing, stooping, bending, climbing, lifting material or equipment, some of which may be heavy or awkward (5- 50 pounds).
- Moderate exposure to chemical substances.
- Mid will provide all necessary PPE in accordance with MIOSHA standards.
- Minimal discomfort due to heat, dust and noise may occur.
- Typical work schedule varies per semester class schedules. Flexible or extended hours as approved by the Science Lab Coordinator.

Note: This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

Employee Signature: _____

Date: _____