



**Vacancy Announcement**  
**Instruction & Classroom Support Technician 2**  
**10-Month Classified Position #255N (September 1 through June 30 Yearly)**

Cascadia Community College has [earned a national reputation for excellence](#), with an integrated learning model and more than 70% of its students moving on to four-year programs. Co-located on a campus with the University of Washington Bothell, approximately 18 miles northeast of Seattle, Cascadia is currently seeking an innovative, collaborative, and dynamic individual for the position of **Instruction & Classroom Support Technician 2**. Cascadia's employees enjoy annual paid vacation (accrual based), a retirement package, tuition waivers, and other excellent [benefits](#).

**The successful applicant will have the following qualifications:**

**Minimum Qualifications:**

- Bachelor's degree with major study in a science related field; OR one year's experience as Scientific Instructional Technician OR
- Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as license/certification/registration.
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment

**Preferred Qualifications:**

- Combination of training, formal education and/or research, training or service laboratory operations experience.
- Prior responsibility for technician support of a college level science course.
- Specific experience in support of organic chemistry laboratory curriculum.

**The anticipated start date for this position is Monday, March 19, 2012 or sooner as mutually arranged.**

**Applicants must submit the following for a complete application:**

- [Cascadia Community College application form](#) (click here)
- **Cover letter** (no more than two pages that explain how the candidate's experiences and qualifications demonstrate the minimum, preferred qualifications and characteristics of the job description)
- **Resume**
- **Unofficial undergraduate/graduate transcripts from an accredited institution** (official copies will be required at time of hire)
- **Federal & State Reporting Form** (optional)

For priority consideration, complete applications must be received by the priority date of **January 31, 2012 by Noon.**

Application submissions should be sent to [applicant@cascadia.edu](mailto:applicant@cascadia.edu). **Please type in the subject line of your email "ICST2"**.

Faxed, mailed, and delivered applications to Human Resources will not be accepted. Application materials become the property of Cascadia Community College. For questions related to this position, please email [applicant@cascadia.edu](mailto:applicant@cascadia.edu),

Corrected or extended notices for this recruitment will be posted on the College's web site [www.cascadia.edu/employment](http://www.cascadia.edu/employment).

Cascadia Community College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, sex/gender, sexual orientation, national origin, citizenship status, age, marital or veteran status, or the presence of any sensory, mental or physical disability, or genetic information, and is prohibited from discrimination in such a manner by college policy and state and federal law. Persons with disabilities needing assistance in the application process may make request to the Human Resources Director by calling (425) 352-8880.

In recognition of the Jeanne Clery Act, information on our campus safety can be found at [www.uwb.edu/safety](http://www.uwb.edu/safety)



## Instruction & Classroom Support Technician 2

### 10-Month Classified Position #255N

Full or Part-Time:	Full-time	Initial Salary Placement:	\$2920-\$3293 Monthly
		Periodic Salary Increases to a maximum of	\$3819 Monthly
FLSA Status:	Overtime Eligible	Supervising Position:	Dean for Student Learning
Duration:	<b>10-months annually</b> September through June	Union Representation:	Washington Public Employee's Assoc. (WPEA)

#### **Position Summary:** Include a brief one paragraph summary of why the positions exists.

Under the general supervision of the Dean for Student Learning, the Instruction & Classroom Support Technician 2 will coordinate and provide instructional laboratory support to science-related undergraduate courses. Lab set-ups are coordinated with the faculty and completed without specific instruction. The position interacts with the other Instruction & Classroom Support Technicians, Cascadia Science faculty, and University of Washington Bothell (UWB) employees to complete assignments. Questions regarding work/projects are directed to the Dean or the department responsible (i.e. Purchasing, UW Environmental Health and Safety) for particular projects. Duties include (1) procuring and preparing chemicals, equipment, biological specimens, teaching aids and other materials for laboratory instruction, (2) safely maintaining and disposing of chemicals, (3) maintaining and purchasing laboratory supplies and equipment, 4) the emphasis will be in preparing for general and organic chemistry lab courses, but duties also extend to maintaining and preparing equipment and supplies used in biology, environmental science, and physical science labs, and 5) attending lab classes to assist instructors.

#### **Essential Duties and Responsibilities:**

The following have been identified as essential functions of the position. Essential functions are those tasks or functions of a particular position that are fundamental to the position.

	<b>Frequency</b>
<p><b>Instructional Support</b></p> <ul style="list-style-type: none"> <li>• Develop plans for facility and equipment changes;</li> <li>• Construct apparatus used in demonstrations; prepare and set up equipment and materials for laboratory experiments using safety procedures in handling hazardous materials such as acids, pesticides, radiation, etc.;</li> <li>• Search literature to determine methods to improve laboratory techniques and the teaching of scientific principles to students;</li> <li>• Assist/advise students in laboratory assignments or in discipline subject matter; write, edit or modify laboratory handouts or manuals; modify experiments; advise instructors of potential problems with existing programs;</li> <li>• Operate, and perform routine maintenance and repair tasks on laboratory and demonstration instruments and equipment; instruct students, teaching assistants and faculty in the use of equipment;</li> <li>• Work collaboratively with faculty and staff to support student learning;</li> <li>• Coordinate with University of Washington, Bothell;</li> <li>• Determine appropriate disposal method for waste generated in laboratory experiments;</li> <li>• Provide direction to hourly employees or work study students;</li> </ul>	<b>65% Monthly</b>
<p><b>Lab Monitoring</b></p> <ul style="list-style-type: none"> <li>• May act as coordinator of laboratory controlling equipment, chemicals and use of space;</li> <li>• Monitor laboratories to ensure compliance with safety policy; assist in the development of safe laboratory procedures;</li> <li>• Coordinate laboratory support, maintenance and store room functions;</li> </ul>	<b>15% Monthly</b>
<p><b>Lab Supplies and Equipment Purchasing</b></p> <ul style="list-style-type: none"> <li>• Order and dispense supplies, equipment and materials; maintain records;</li> <li>• Evaluate equipment specifications and make purchase recommendations;</li> <li>• Prepare cost estimates;</li> <li>• Determine need for materials, equipment and instruments necessary for assigned course load; order or procure necessary items within budgetary limitations;</li> </ul>	<b>10% Monthly</b>
<p><b>Other Duties as Assigned</b></p>	<b>5% Monthly</b>

- May assist in grant proposal preparation; may administer course or grant budgets; i.e., monitoring expenditures, preparing reports, etc.;
- Participate in campus-wide events as directed;
- Participate on faculty hiring committees;
- Participate in other committees as appropriate.

**5% Monthly**

### **Safety**

- Understands and follows applicable laws, regulations, and other standards to establish and/or maintain a safe work environment.
- Coordinating: Accepts responsibility for all aspects of the laboratory coordination including instructional support, equipment purchasing, compliance, store room functions.
- Instruction/ Learning: Understands and recognizes important factors that affect the learning environment, and modifies them appropriately to achieve optimum learning.
- Planning: Ability to organize and prioritize tasks to ensure they are accomplished and meet strict deadlines as set forth in syllabus/class schedule.
- Ability to learn and abide by Cascadia Community College policies and procedures.

## **Education and Experience:**

### **Minimum Qualifications:**

- Bachelor's degree with major study in a science related field; OR one year's experience as Scientific Instructional Technician OR
- Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as license/certification/registration.
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment

### **Preferred Qualifications:**

- Combination of training, formal education and/or research, training or service laboratory operations experience.
- Prior responsibility for technician support of a college level science course.
- Specific experience in support of organic chemistry laboratory curriculum.

## **Required Knowledge, Skills and Abilities:**

### **Knowledge, Skills, and Abilities:**

- Ability to investigate/research external information resources to determine proper procedures and best laboratory practices.
- Ability to work independently under minimal supervision.
- Basic knowledge of chemical use and laboratory safety.
- Skill demonstrated and experience in instructional laboratory support.

### **Behavioral Traits and Characteristics:**

- Student Focused: Searches out ways to enhance student learning by improving laboratory experience.
- Self-Knowledge, Development and Continual Learning: Actively acquires new skills and competencies;
- Accepts personal responsibility to develop talents and knowledge.
- Resourcefulness in Problem Solving: Probes all fruitful sources for answers; uses the good ideas of others to help develop solutions.

## **Terms of Employment:**

This is a full-time, ten-month classified position. This position works 40 hours per week, Monday – Friday; and may include occasional evening responsibilities and some Saturday assignments. The position is allocated to pay Range 44 under the Higher Education Salary Schedule. Initial salary placement is between the ranges of \$2,920 – \$3,819 per month. This is a union represented position. Cascadia Community College offers a comprehensive benefit package including tuition fee waiver.

### Physical Work Environment:

- Must be able to perform physical activities such as but not limited to lifting up to 50 pounds unassisted, bending, standing, climbing, or walking while engaged in regular duties.
- Must be physically able to handle and safely clean up and dispose of chemicals, solutions and biohazard materials common to the designated science area.
- Routinely works with and around hazardous materials and potential allergens.

### Condition of Employment:

Cascadia Community College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia Community College employees must be able to successfully work in and promote a multicultural and diverse work and educational environment.

As a condition of continued employment you must become a member of the WPEA classified union or pay a representation fee or non-association fee.

### NOTE:

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Applicants demonstrating that they meet the posted minimum competencies will be forwarded to the screening committee for further consideration. Cascadia Community College may determine and use the screening methods that best evaluate an applicant's competencies to perform the duties and responsibilities of a position. Screening methods are based upon job analysis of the position and may include, but are not limited to, reviewing resumes, interviewing applicants, and developing supplemental questionnaires for applicants to provide additional information.**