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

Cascadia is currently seeking a dynamic, collaborative individual for the position Instruction & Classroom Support Technician 2. Cascadia 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’s employees enjoy annual paid vacation (accrual based), a personal holiday and a personal leave day, summer work schedules with a 3-day weekend, health/dental insurance, retirement, tuition waivers, and other excellent benefits.

The successful applicant will have the following qualifications:

Minimum Qualifications:
• Bachelor’s degree with major study in physics and engineering, environmental science, chemistry, biochemistry or organic chemistry 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.
• Experience with managing chemical and biological wastes in compliance with State and Federal regulations.
• Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment

Preferred Qualification(s):
• Combination of training, formal education and/or research, or service laboratory operations experience.
• Prior responsibility for technician support of a college level science course.
• Specific experience in support of physics and engineering or organic chemistry laboratory curriculum.

Applicants must submit the following for a complete application:
• Cascadia College application form (please click the link)
• Cover letter (not to exceed two pages) that specifically addresses how applicant qualifications and experiences meet the minimum qualifications, preferred qualifications and the characteristics of the position.
• 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 Monday, May 18, 2015 by 9am.

Application submissions should be sent to applicant@cascadia.edu. Please type in the subject line of your email the following position title: ICST2.

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

Corrected or extended notices for this recruitment will be posted on the College’s web site www.cascadia.edu/employment.

Cascadia 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, 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 Executive 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
Instruction & Classroom Support Technician 2

10-Month Classified Position #255N (September 1 through June 30 Annually)

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<thead>
<tr>
<th>Full or Part-Time:</th>
<th>Full-time</th>
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<tr>
<td>FLSA Status:</td>
<td>Overtime Eligible</td>
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<tr>
<td>Duration:</td>
<td>10 Months Annually September through June</td>
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<tr>
<td>Initial Salary Placement:</td>
<td>$2,920.00 - $3,293.00 Monthly DOE</td>
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<td>Supervising Position:</td>
<td>Dean for Student Learning</td>
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<td>Union Representation:</td>
<td>Washington Public Employee’s Assoc. (WPEA)</td>
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**Position Summary:**

Under the general supervision of the Dean for Student Learning, the Instruction & Classroom Support Technician 2 will coordinate and provide instructional laboratory support to physics and engineering as well as chemistry undergraduate courses. Lab set-ups are coordinated with the faculty and completed without direct supervision. 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, teaching aids and other materials for laboratory instruction, (2) safely maintaining and disposing of chemicals, (3) maintaining laboratory supplies and equipment, (4) preparing physics and engineering lab courses as well as maintaining and preparing equipment and supplies for labs in in general chemistry, organic chemistry and environmental science, and 5) attending lab classes to assist instructors.

**Essential Duties and Responsibilities:**

**Instructional Support**

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<th>Duties &amp; Responsibilities</th>
<th>Frequency</th>
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<tr>
<td>• Develop plans for facility and equipment changes.</td>
<td>65% Monthly</td>
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<td>• Prepare and set up equipment and materials for laboratory experiments using safety procedures in handling hazardous materials such as acids, bases, radiation, etc.</td>
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<td>• Search literature to determine methods to improve laboratory techniques and the teaching of scientific principles to students.</td>
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<td>• Assist/advising students in laboratory assignments or in discipline subject matter; write, edit or modify laboratory handouts or manuals; modify experiments; advise instructors of potential problems.</td>
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<td>• Operate, and perform routine maintenance and repair tasks on laboratory and demonstration instruments and equipment; instruct students, work study students and faculty in the use of equipment.</td>
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<td>• Work collaboratively with faculty and staff to support student learning.</td>
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<td>• Coordinate with University of Washington, Bothell.</td>
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<td>• Determine appropriate disposal method for waste generated in laboratory experiments.</td>
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<td>• Provide direction to hourly employees or work study students.</td>
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**Lab Monitoring**

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<th>Duties &amp; Responsibilities</th>
<th>Frequency</th>
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<tr>
<td>• May act as coordinator of laboratory controlling equipment, chemicals and use of space.</td>
<td>15% Monthly</td>
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<td>• Monitor laboratories to ensure compliance with safety policy; assist in the development of safe laboratory procedures.</td>
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<td>• Coordinate laboratory support, maintenance and store room functions.</td>
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Lab Supplies and Equipment Purchasing

- Order and dispense supplies, equipment and materials; maintain records.
- Evaluate equipment specifications and make purchase recommendations.
- Prepare cost estimates.
- Determine need for materials, equipment and instruments necessary for assigned course load; order or procure necessary items within budgetary limitations.

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, and storeroom 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 College policies and procedures.

Other Duties as Assigned

- 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 hiring committees.
- Participate in other committees as appropriate.

See Next Page
Education and Experience:

Minimum Qualifications:
- Bachelor’s degree with major study in physics and engineering, environmental science, chemistry, biochemistry or organic chemistry 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.
- Experience with managing chemical and biological wastes in compliance with State and Federal regulations.
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment.

Preferred Qualification(s):
- Combination of training, formal education and/or research, or service laboratory operations experience.
- Prior responsibility for technician support of a college level science course.
- Specific experience in support of physics and engineering or organic chemistry laboratory curriculum.

Required 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.
- Knowledge of chemical use and laboratory safety.
- Experience, ability and demonstrated skill in instructional laboratory support.
- 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: explores varied sources for answers; uses the good ideas of others to help develop solutions.
- Effective communication skills.
- Able to operate effectively in a team, offering accountability and responsibility.
- Sensitive to needs of diverse adult learners.

Terms of Employment:

This is a full-time, ten-month classified position. This position works 40 hours per week, Monday – Friday with occasional evenings and weekends. The position is allocated to pay Range 44 under the Washington State Department of Personnel Higher Education Salary Schedule. Initial salary placement is between the ranges of $2,920.00 – $3,293.00 per month, with yearly step increase to the maximum of $3,819.00 per month. This is a represented position.

Following a successful probationary/trial service period, employees attain permanent status. Cascadia College offers a comprehensive benefit package including tuition fee waiver.

Physical Work Environment:

Positions in this class typically require: operating a computer, communicating, observing and repetitive motions.

Must be able to:
- perform activities such as but not limited to exerting up to 50 pounds of force to transport, put, install, remove, or otherwise move objects, including the human body;
- handle and safely clean up and dispose of chemicals, solutions and biohazard materials common to the designated science area;
- routinely work with and around hazardous materials and potential allergens.
Condition of Employment:

Cascadia College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia College employees must be able to successfully work in and promote a pluralistic 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. Following a successful probationary/trial service period, employees attain permanent status.

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 area.

_________________________________________  ________________________
Employee                                           Date

_________________________________________  ________________________
Supervisor                                         Date