AFSCME CLASSIFIED JOB POSTING (Unit 207)

POSITION AVAILABLE: Chemistry/Biology Lab Assistant (PCN #01103670)
CLASSIFICATION: College Laboratory Assistant 1 – Chemistry Option (Job Code 000865 – Option 0323)
APPLICATION CLOSING DATE: January 3, 2021
DATES OF EMPLOYMENT: January 11 to May 12, 2021
EMPLOYMENT CONDITION: Part Time, Temporary (16 hours/week)
Ineligible for Insurance Benefits
SALARY RANGE: $17.76 to $24.48 Per Hour

DESCRIPTION OF DUTIES:
This position provides assistance to students and instructors with general science projects. In addition, this position is responsible for organization of the chemistry and biology labs and prep rooms. This position is also responsible for documenting and maintaining chemical waste procedures at the college as the chemical hygiene officer.

This person will report to the Dean of Educational Services (Liberal Arts), with lead work provided by Science faculty.

MINIMUM QUALIFICATIONS:
Post-secondary coursework in Chemistry and/or Biology sufficient to provide technical lab services for students, faculty, and staff, or
6 months of teaching/tutoring experience in Chemistry and/or Biology at the high school level or above, or
An equivalent combination of education and work experience.

PREFERRED QUALIFICATIONS:
Knowledge of general science within the college lab sufficient to clarify the task and guide students.
Experience using science lab equipment and materials.
Experience performing repair and maintenance of lab equipment to ensure that it is fully operational and safe.
Knowledge and awareness of chemical waste disposal methods and documentation.
Experience effectively managing time and ability to work independently.

NOTICE: In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college business who use a rental or state vehicle shall be required to conform to Minnesota State’s vehicle use criteria and consent to a Motor Vehicle Records check.

APPLICATION PROCEDURE:
Please submit application materials (resume and cover letter) online at https://www.alextech.edu/employment. Click on Temporary Jobs – “How to Apply” link and apply online with a deadline of January 3, 2021.

Questions can be emailed to employment@alextech.edu. Contact Annette Pavek @ 320-762-4411 or annettep@alextech.edu for more information.

Affirmative Action/Equal Opportunity Employer
A Member of Minnesota State
This information can be made available in alternative formats to individuals with disabilities by calling 651-259-3637 or 651-282-2699 (TTY).
**State of Minnesota/Technical College System**

**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>College/Campus:</th>
<th>Position Work Days/Hours:</th>
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<tbody>
<tr>
<td>Alexandria Technical and Community College</td>
<td>Hours will be scheduled in coordination with the science faculty each semester. (16 hrs/week)</td>
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<thead>
<tr>
<th>Working Title/Class Title:</th>
<th>Position Control Number:</th>
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<tbody>
<tr>
<td>College Lab Assistant (Part-Time, Temporary) (College Lab Assistant 1 – Chemistry Option 0323)</td>
<td>01103670</td>
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<thead>
<tr>
<th>Employee’s Signature:</th>
<th>Supervisor’s Signature:</th>
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<tbody>
<tr>
<td>(this position description accurately reflects my current job)</td>
<td>(this position description accurately reflects the employee’s current job)</td>
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<th>Date:</th>
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**POSITION PURPOSE:**

This position provides assistance to students and instructors with general science projects. In addition, this position is responsible for organization of the chemistry and biology labs and prep rooms. This position is also responsible for documenting and maintaining chemical waste procedures at the college as the chemical hygiene officer.

**REPORTABILITY:**

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Supervises:</th>
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<tbody>
<tr>
<td>Dean of Educational Services (Liberal Arts) Science Faculty (Lead workers)</td>
<td>(Number and titles of staff you supervise or provide work direction)</td>
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<tr>
<th>Work Study Students</th>
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**DIMENSIONS:**

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<tr>
<th>Budget:</th>
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<td>(If this position controls, manages or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved.)</td>
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| N/A |

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<tr>
<th>Who are your customers?</th>
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<tbody>
<tr>
<td>Faculty</td>
</tr>
<tr>
<td>Staff</td>
</tr>
<tr>
<td>Full-time students</td>
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<tr>
<td>Part-time students</td>
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COLLEGE LAB ASSISTANT 1 – Chemistry
Liberal Arts Goal 3 Science Courses

PRIMARY JOB RESPONSIBILITIES

1. Supervise and assist students with faculty designed lab projects specific to liberal arts MnTC goal 3 science courses. Tasks include:
   • Assist faculty with lab preparation (set-up and clean up);
   • Maintain/clean labs;
   • Correct lab reports, proctor tests;
   • Provide logistical assistance to faculty during lab sections, when requested;
   • Maintain safety protocols in the lab to ensure equipment is being used properly and safely by students. Direct students, if lab safety is at risk, during lab classes;

   This position is not responsible for providing clerical support, instructional technology support, or developing curriculum, assessments, or assignments other than described above.

   Priority: A
   Percent of Time: 60%

2. Provide oversight of lab security, verifying the presence of equipment, keeping an inventory record of equipment and supplies, and monitoring consumption of supplies by students. Control laboratory supplies assuring appropriate inventory is maintained, order supplies when needed, and ensure safety protocols are followed. Perform repair and maintenance of lab equipment to ensure that it is fully operational and safe to use by students by regularly conducting tests of the working condition of the equipment, makes minor repairs, and orders major repair service from vendors.

   Priority: A
   Percent of Time: 20%

3. Serve as Chemical Hygiene Officer (CHO) at ATCC. Document, measure, and test chemical waste and dispose of all chemical waste properly. Specific tasks include:
   • Communicating with the U of M to set up pick up days for shipment of chemical waste.
   • Document sewer waste and fax paperwork to required environmental offices.
   • Write and maintain a Chemical Hygiene Plan for ATCC. The CHO has primary responsibility for ensuring the implementation of 8 CCR 5191, "Occupational Exposure to Hazardous Chemicals in Laboratories." The CHO is a member of EH&S and, with support from other EH&S personnel, is responsible for:
     a. Informing PIs/Laboratory Supervisors of chemical-related health and safety requirements and assisting with the selection of appropriate safety controls, including engineering controls, laboratory and other workplace practices and procedures, training, and personal protective equipment;
     b. Helping to develop and implement appropriate chemical hygiene policies and practices;
     c. Working with departments and lab groups to develop and review standard operating procedures for use of hazardous chemicals;
     d. Conducting periodic inspections and immediately taking steps to abate hazards that may pose a risk to life or safety upon discovery of such hazards;
     e. Performing hazard assessments, upon request; and
     f. Reviewing and evaluating the effectiveness of the Laboratory Safety Manual and making updates as appropriate annually.

   Priority: A
   Percent of Time: 20%
**RELATIONSHIPS**
This employee must have the ability to maintain a professional demeanor in all relationships at the college; convey a feeling of confidence in her/his ability to serve students and other stakeholders; and must interact with others within and outside of the college.

**KNOWLEDGE, SKILLS AND ABILITIES**

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**PROBLEM SOLVING AND CREATIVITY**
While working with students and instructors, this employee must have the ability to solve problems as they arise utilizing knowledge of lab safety and lab practices.

This employee is expected to develop a working knowledge of and comply with all college safety rules, regulations and policies.

This employee is expected to conduct himself/herself in a professional and customer service-based manner at all times to promote a harassment-free environment. All communications and interactions with internal and external customers are to be conducted with courtesy and respect.

**FREEDOM TO ACT**
This employee has the freedom to act within the guidelines communicated by the Academic Dean(s), and General Science Faculty and the policies set forth by Minnesota State and ATCC. Lead workers and administrators are readily available to provide assistance and guidance as necessary.