

NORTH COUNTRY COMMUNITY COLLEGE
23 Santanoni Avenue
Saranac Lake, New York 12983

POSITION DESCRIPTION
SCIENCE LAB TECHNICIAN

Job Title: Science Lab Technician
Job Status: Part-time
Department: Science Department
Immediate Supervisor: Science Department Chair

North Country Community College (NCCC) is a small community college located in the Adirondack State Park in Northern New York. The main campus is located in Saranac Lake with additional campuses in Malone and Ticonderoga. While the College offers numerous majors, including several occupational programs, the College focuses on a liberal arts education as a foundation for any degree program. Classes are relatively small providing opportunities for a close academic and academic advising relationship with each student.

General Job Description:

Working under the direct supervision of the science department chair and in concert with the science faculty, the lab technician will have duties on all three campuses. The individual is responsible for the upkeep and maintenance of laboratory equipment, the training of faculty and students in proper lab safety and lab hygiene practices, and, where feasible, assisting faculty with the preparation, setup and teardown of labs. In addition, the lab technician will maintain the laboratory facilities, monitor and order departmental supplies, and perform other related duties as delegated. The individual is expected to be well-organized, knowledgeable in lab science protocols and demonstrate technical and research skills as well as effective communication.

Major Duties and Responsibilities:

1. Perform highly-skilled laboratory functions and other technical duties in support of coursework.
2. Maintain appropriate safety and hygiene standards in the laboratory setting and assist faculty in training and implementing safety and hygiene standards training with students.
3. Maintain required documentation related to laboratory activities, including but not limited to biological and chemical inventories, safety check histories and related activities.
4. Manage equipment and materials inventories for science labs.
5. Where feasible, support departmental faculty with the preparation, set-up, and teardown of lab experiences.
6. Where feasible, assist students with setting up experiments and other learning exercises, and with the use of equipment and materials.

Principle Performance Requirements:

1. Each semester, create and deliver lab safety and lab hygiene presentations for students and faculty in science lab classes.
2. In collaboration with science faculty, set-up, maintain and breakdown student laboratory experiences.
3. Create and maintain inventory of science laboratories and prep areas, ensuring and documenting compliance with chemical hygiene standards.

4. Manage and maintain materials inventories for science labs.

Qualifications for the Job:

1. **Education:** Bachelor's degree in biology or related field is required.
2. **Experience:** Experience in teaching laboratory science courses required.

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