

NORTHLAND PIONEER COLLEGE

Position Description

JOB TITLE: Assistant to the Science Lab Manager	CLASSIFICATION: Non-Exempt	LOCATION: Painted Desert Campus and Little Colorado Campus Work Destination: OS
MANAGER/REPORTS TO: Science Lab Manager	OVERTIME ELIGIBLE: Yes	# OF DIRECT REPORTS: 0

GENERAL STATEMENT OF RESPONSIBILITIES:

Organizes, maintains, and prepares equipment and materials used in laboratory instruction. Assists the Science Lab Manager in training assigned staff in the preparation and clean-up of equipment and materials used for science labs. Assists the Lab Manager in developing and implementing laboratory safety procedures that adhere to Occupational Safety and Health Administration (OSHA) standards. Primary responsibilities will be performed at the Painted Desert Campus and/or the Little Colorado Campus. As needed, travel to other campuses is required to assist with lab duties at other locations, including activities such as inventories and annual equipment maintenance. Oversees assigned staff and laboratories, and serves as the primary point of contact in the event of the Lab Manager's absence.

ESSENTIAL FUNCTIONS:

Standard Expectations:

1. Oversee the daily operation of the Painted Desert Campus and/or the Little Colorado Campus laboratory.
2. Participates in planning and coordinating lab preparation activities, including setup, takedown, cleanup, and maintenance.
3. Prepares reagents, media, and cultures.
4. Assists in maintaining a safe and efficient environment in all laboratory areas.
5. Effectively communicates with the Science Lab Manager to report necessary repairs and maintenance for laboratory equipment.
6. Submits all facility maintenance work order requests to the Science Lab Manager.
7. Participates in completing the annual inventory of chemicals/supplies at all locations.
8. Assists in the training and monitoring of assigned staff in the safe preparation, cleaning, and maintenance of the laboratories and laboratory equipment.
9. Assists in Community Outreach efforts by planning for and participating in such events as Eaglefests, Job Fairs, County Fairs, etc., as assigned.
10. Assists in implementing training programs for the Science Department to comply with OSHA standards.
11. Assists in maintaining a variety of records, databases, and inventories for all locations. Prepares reports as required.
12. Assists in compiling orders and working with the Science Lab Manager in the ordering and receiving of equipment and materials.
13. Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary.

Standard Competencies:

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint) Adobe Products (Docu-Sign/E-Sign), Google Applications (Drive), Slack, Zoom, WebEx, and various other Microsoft 365 programs.	Intermediate
Communication	Ability to communicate effectively with faculty, staff, and the public. Excellent interpersonal and conflict management skills.	Advanced
Science Lab	Knowledge of laboratory operations and techniques; technical acumen; handling and storage of hazardous chemicals; OSHA guidelines for safe laboratory practices and management of hazardous materials; recordkeeping procedures; budget management. Ability to: follow and ensure others follow policies and programs to ensure the safe and effective operation of all science laboratories; train and supervise assigned staff; maintain accurate records; establish cooperative working relationships in the course of performing assigned duties.	Intermediate
Diversity & Multi-Culturalism	Demonstrated knowledge of practices which honor and give voice to the diverse populations and cultures served by NPC.	Advanced
Flexibility & Adaptability	Good time management skills and ability to meet deadlines.	Intermediate
Professionalism	Professional demeanor with good interpersonal and communications skills.	Basic
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
Critical and Creative Thinking	Ability to think critically and demonstrate innovative and efficient problem-solving skills.	Intermediate
Confidentiality	Ability to maintain confidentiality.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hearing or listening in the normal range (corrected), and speaking and giving directions. May be required to lift to 50 lb. objects; may occasionally be exposed to hazardous chemicals.	Basic

MINIMUM QUALIFICATIONS:

- High school diploma along with,
- Three years of experience working in a laboratory setting

PREFERRED QUALIFICATIONS:

- Associate of Science degree
- Knowledge of OSHA safety regulations with respect to laboratory environments
- CPR Certified

REQUIRED LICENSURE/CERTIFICATION:

- Valid driver's license.

BENEFITS:**Based on College Procedure, employees may be eligible for up to:**

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days
- 12 Holiday Days
- 5 Days of Spring Break Leave
- 10-20 Days of Annual Leave (depending on service length)
- 18 Sick Days that can accrue up to 130 Days
- Professional Development Opportunities
- Arizona State Retirement System membership
- Life Insurance
- Long-Term Disability Insurance