

# Job Posting



Position	Department	Reports to	FTE	FLSA Class
Lab Support Technician	School of Science and Engineering	Professor of Biological Science	.70	Non-Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

## Scope of Responsibilities:

The lab support technician will work alongside faculty in overseeing the successful development and implementation of laboratory experiences for students enrolled in Grace College science lab courses.

## Essential Responsibilities:

Responsibilities include facilitating day-to-day operation of Grace College's science laboratories, including overseeing the preparation of laboratory materials; and, the management of student assistants. The successful applicant will also be responsible for managing laboratory inventory, streamlining processes; ensuring the proper functioning of equipment; and, maintaining safe conditions for lab participants. The lab support technician will also serve as the point person for hazardous waste identification, collection, and proper disposal.

## Secondary Responsibilities:

Some administrative responsibilities associated with laboratory management may be delegated to administrative support personnel.

## Supervisory Responsibilities:

Individual/Intermediate Level – the lab support technician will be responsible for supervising student workers in their assigned tasks related to lab assisting and lab organization (set up, clean up)

## Qualifications:

### Minimum:

1. At least an Associate's degree in a biological or chemical science. Significant industry laboratory experience could also be considered as a qualifying factor.
2. Basic knowledge of laboratory operations and equipment
3. Competency in word processing and spreadsheet applications
4. Good record-keeping practices
5. Strong problem-solving skills
6. Well-developed communication skills with a disposition that positively reflects a strong, active Christian faith
7. A desire to work with others from diverse campus groups to accomplish tasks and goals.

### Preferred:

1. At least a Bachelor's degree in a biological or chemical science.
2. 2 years' experience managing a laboratory in either an academic or industry setting.
3. A strong history of positive interpersonal communication and proven skills in identifying and solving problems

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Status: Part-Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

Posted: 12/21/2023