



Montcalm Community College

Title: Science Laboratory Assistant	Department: Academic Affairs
Employee Group: Contracted Support Staff	Immediate Supervisor: Science Lab Supervisor

General Description: This position provides support for the efficient and effective operation of Science Department

Position Duties:

1. Maintain a clean and orderly work environment
2. Ability to work as a team member
3. Perform in a fast-paced work environment
4. Maintain positive work environment
5. Some travel to local high schools may be required
6. Perform other related duties as assigned

Qualifications:

1. High School Diploma required. Education and/or work experience in science preferred.
2. Dependable
3. Diligent work ethic
4. Quick learner
5. Strong commitment to quality and integrity
6. Confidence
7. High energy level
8. Dedication to maintaining a learning community for MCC students
9. Demonstrated ability to work as part of a team operation.
10. Demonstrated accuracy and attention to detail.
11. Dependable and punctual work history.
12. Flexible availability.

REMUNERATION:	\$12.36 an hour (up to 20 hours a week)
APPLICATION DEADLINE:	Until Filled
START DATE:	ASAP
METHOD OF APPLICATION:	Online application at www.montcalm.edu/employment . Attach your cover letter, detailed resume, transcripts, and three reference letters.

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or

compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.