



Montcalm Community College

Title: <i>Lead Lab Assistant - Sciences</i>	Department: <i>Academic Affairs</i>
Employee Group: <i>Support Staff</i>	Employee Classification (if applicable): <i>Support 1</i>
Immediate Supervisor: <i>Science Operations Manager</i>	Supervisors: <i>N/A</i>
Hours: <i>40</i>	EX/NE: <i>Non-Exempt</i>

General Description: This position is responsible for leading science laboratory preparation, set-up, tear down, and clean-up of science labs. This position collaborates with faculty and lab staff to provide the resources needed to help conduct safe and efficient labs for students.

Position Duties/Functions:

1. Support science lab room operations.
2. Support and assist lab staff weekly workflow including:
 - a. Preparation of necessary equipment and supplies
 - b. Setting up lab learning situations and demonstrations
 - c. Monitoring labs in real time as needed
 - d. Timely lab tear down and clean up
 - e. Maintaining clean and organized lab spaces
 - f. Reviewing labs with faculty
3. Supervise the assembly and packaging of labs for online modalities and off-campus locations.
4. Monitor and support safe lab practices.
5. Maintain inventory on lab equipment and supplies.
6. Recommend purchases of materials and equipment.
7. Calibrate and clean equipment.
8. Update and maintain lab preparation instructions.
9. Assist faculty with laboratory issues
10. Assist in hiring and training lab staff.
11. Assist in the use of lab technology.
12. Perform other duties as assigned.

Required Qualifications:

1. Associate degree or equivalent experience required, with emphasis in bio/chemical sciences preferred.
2. Familiarity with pertinent lab equipment, procedures, and instructional materials.
3. Demonstrated excellence in communication, organization, and management skills.
4. Commitment to the mission of a comprehensive community college.
5. Familiarity with and commitment to the mission and goals of Montcalm Community College.

BENEFITS:

Comprehensive medical, dental and vision coverage. Long-term disability, group-term life insurance, vacation, personal, and sick leave. Tuition free study (some limitations) for self and dependents age 25 and under.

REMUNERATION:	Per contract agreement, Support 1, Step 1-4 \$17.65 - \$19.24 (determined by experience)
APPLICATION DEADLINE:	Wednesday, August 19th at 4:30 PM Applications received by this date will receive preferential consideration. However, the position may remain open, and applications will be reviewed until the role is 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.