



Position Opening

Serving Kenosha, Racine & Walworth Counties

SCIENCE TECHNICAL ASSISTANT

#2072.2

INTERNAL/EXTERNAL

Posting Date: October 20, 2009

POSITION LOCATION: General Studies, Burlington/Elkhorn

POSITION DESCRIPTION: Under the supervision of the Dean of General Studies, the primary responsibility of the Science Technical Assistant is setup and take-down of all labs, repair of equipment, maintaining inventory, assisting in budget preparation, and assisting with equipment purchases.

Essential functions:

1. Set-up and dismantle lab equipment and materials for all science experiments.
2. Keep lab equipment in operable condition.
3. Keep inventory current; requisition all equipment recommended by instructors, order supplies as needed.
4. Assure that chemicals are handled, stored, and disposed of properly.
5. Clean and maintain all lab equipment, or arrange for these services as necessary.
6. Maintain lab facilities and ensure a safe working environment by keeping updated on new safety procedures including chemical skills.
7. Assist lab activities as time permits.
8. Perform other duties as assigned by dean.

REQUIRED QUALIFICATIONS (Applicants must meet ALL of the required requirements):

- Bachelor's degree in science.
- Two years work experience as a laboratory technician.
- Two years tutorial experience.
- Experience with microcomputers.

DOCUMENTATION: For consideration, applicants are required to submit the following documentation: 1) a completed application; 2) a cover letter; 3) resume; 4) and photocopies of college transcripts for any post secondary education. Indicating "see resume" in blanks does not constitute a completed application and results in disqualification even when a resume is provided. Applications may be obtained on our website at www.gtc.edu/hr. Meeting the minimum qualifications does not guarantee an interview (External only). In the assessment of credentials, a higher rating may be given for education/training, skills and experience beyond the minimum qualifications.

CONDITIONS OF EMPLOYMENT: Salary Range 11 - \$ 21.21; 12 months per year; 1st shift; 40 hours per week; Monday-Friday; Hours: 9:00-5:30 p.m. or by mutual agreement with the Dean. **Must be flexible to accommodate program scheduled hours.** Benefits include medical/dental, life, long term care and disability insurance, paid holidays, paid sick leave, paid vacation and participation in the Wisconsin Retirement System. This position has union representation and is covered by a fair share agreement.

APPLY TO: Gateway Technical College
Human Resources, Administration Building
3520 30 Avenue
Kenosha, WI 53144-1690
(262) 564-2868 or email jobs@gtc.edu

STARTING DATE OF EMPLOYMENT: As Soon As Possible

APPLICATIONS ACCEPTED THROUGH 4:30 p.m. November 3, 2009. It is the applicant's responsibility to meet this deadline. An application postmarked by the closing date but not received in the Employee Services department has not met the deadline.

(08702R)

All qualified applicants will receive consideration for employment without regard to race, color, sex or national origin. Gateway Technical College is an Equal Opportunity/Access Educator/Employer operating under an Affirmative Action Plan. Reasonable accommodations will be provided for qualified individuals with disabilities.