



VACANCY ANNOUNCEMENT

Program Assistant, Administrative Services

Job Number: 498880
Category: Professional
Department: Biology, Environmental Science, and Geology
Close Date: 09/26/2023 (11:55pm)
Location: Glassboro, NJ

Summary:

We seek a well-trained and skilled laboratory technician to prepare the laboratory portion of Biology, Environmental Science, and Geology courses. The successful applicant will assist faculty with maintenance of teaching instrumentation, software, and equipment while providing support for the educational mission of these departments. This is a 12-month, full-time position.

Responsibilities:

- Assist with laboratory preparation in a wide range of biology, environmental, and Earth science laboratory courses
- Supervise, train, and effectively manage student workers (both undergraduate and graduate students) in a team environment
- Maintain a safe working environment for staff and students; monitor safety equipment in laboratories
- Maintain, calibrate, clean, and inventory field gear
- Prioritize and carry out multiple, simultaneous assignments to support different courses
- Support faculty members in the development of new laboratory exercises
- Clean and organize the classrooms and preparatory lab spaces, including appropriate disposal of laboratory waste
- Perform inventories and facilitate/track ordering of supplies and equipment
- Prepare chemical reagents and standards for laboratory experiments and teaching instrumentation
- Maintain department protocols for laboratory exercises and reagents
- Maintain teaching collections of rocks and fossils
- Serve as building chemical hygiene officer and work with faculty to determine lab and chemical safety requirements for laboratory experiments and research protocols
- Support instrumentation used for teaching, including regular maintenance
- Maintain proprietary software used for teaching
- Monitor compressed gas and ultrapure water system
- Interface with technical staff from other departments working in the same building/spaces
- Communicate effectively and cooperatively with faculty and staff regarding course needs

Requirements:

- A Bachelor's degree in the biological sciences, chemistry, environmental science, geology, or related field
- Ability to prepare and organize laboratory and demonstration materials
- Strong computer skills to support duties associated with laboratory safety, ordering supplies, etc.
- Excellent communication skills

Preferred Qualifications:

- A Master's degree in biological sciences, chemistry, environmental science, geology, or related field
- Previous full-time work experience in a laboratory setting, including experience with laboratory safety compliance
- Proficiency in aseptic technique and media preparation
- Previous experience conducting field investigations
- Familiarity with the geology and environments of New Jersey

Salary:

- Range P16 (Step 1 \$46,431)

Notes:

- Rowan University is an Equal Opportunity Employer and values diverse people and abilities. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.
- Candidates must be legally authorized to work in the US, and the university will not sponsor an applicant for a work visa for this position.
- Only completed online applications submitted on or before the posted deadline will be considered.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833)691-0404.

To view the vacancy announcement in its entirety and to apply online, please visit: <https://jobs.rowan.edu/en-us/job/498880/laboratory-technician-program-assistant-as-biology-environmental-science-and-geology>