Notice of Position Opening

External/Internal
Part Time
Science Lab Aide
(U001-22)

Posting Date: February 22, 2022
Grade Level: UAW/G-4
Deadline: Applications will be accepted until March 8, 2022

Summary of Duties:
Maintain a current and accurate inventory of all science equipment, maintain & repair equipment, if necessary, or arrange for the repair of equipment. Receive, and access the condition of incoming science equipment and supplies. Providing assistance to the Science Coordinator as necessary. Maintain & reconcile supplies and equipment ordered. Creating and update Locator guides for all of the laboratories, assist in the audit of laboratory procedures and policies for all labs District-Wide. Monitoring safety conditions and safety equipment: i.e., fume hoods, eye wash stations, showers, fire extinguishers, etc. Maintaining a M.S. D.S. Log, maintaining a Laboratory Safety System Audit Checklist, maintaining an up-to-date list of MIOSHA requirements, maintaining accident reports. Monitors safety procedures and apparatus (eye wash station, showers, burn kits, and spill kits). Documentation of incoming and outgoing chemicals and maintenance of personal safety apparatus (Safety glasses, aprons, gloves). Preparation of all media, maintaining viable cultures of microbes (stock cultures), keeping an inventory of stock cultures and periodically sub culturing (Tri-annually) for the purpose of propagating the existing cultures. Autoclaving microbes (students subcultures) upon completion of the Lab exercises. Overseeing the proper disposal of contaminated wastes; i.e., pipettes, cotton tip applicators, etc. Maintaining current collection and inventory of various biological stains and reagents. Storing biological stains and reagents in compliance with MIOSHA health and safety regulations.

Education:
Associate Degree in related field preferred.

Experience:
Three (3) years of related lab experience. Prefer laboratory technical experience.

Please reference this staffing number on all documents: U001-22

EQUAL OPPORTUNITY EMPLOYER
Mail Resume to: Wayne County Community College District
Attention: Human Resources, 801 W. Fort Street, Detroit, MI 48226
Or e-mail your resumes to: jobs@wcccd.edu

Statement of Compliance
Wayne County Community College District (WCCCD), pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the age Discrimination Act of 1975, the Vietnam-Era Readjustment Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 1146, and Title II of the Americans with Disabilities Act (ADA) complies with all Federal and State laws and regulation prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, July 28, 1993).

Notice of Non Discrimination Policy
Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, or inquiries related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, or the College's Statement of Compliance with Federal and State law should be directed to Director of Human Resources, Wayne County Community College District, 801 W. Fort, Detroit, MI 48226 or by calling: 313-496-2765.