

Instructional Lab Assistant, Biology/Bio Science

North Central State College is accepting applications for a full-time Instructional Lab Assistant.

Under direction of Biology Program Coordinator or assigned supervisor, will assist in the instructional program by performing complex technical work in an instructional laboratory environment in the area of Biology and/ or Bioscience.

Essential duties/responsibilities include but are not limited to the following:

Manage operation of Biology and/or Bioscience Lab

- Oversee the operation and maintenance of biology laboratory classrooms and the main and auxiliary preparation rooms; maintain laboratory and/or storeroom in a safe, clean, and orderly condition.
- Oversee appropriate handling, storage, and disposal of hazardous materials, hazardous chemicals, and biological wastes.
- In conjunction with the Program Coordinator will order, receive, catalog, and store live specimens and preserved materials, chemicals, glassware, instructional equipment, collecting gear, and nets; maintain inventories, ensuring that adequate quantities are available for timely instructional use; mark chemicals, glassware, and other equipment with appropriate identification and safety information.
- Prepare materials and equipment for instructional use as required according to approved procedures. Test, adjust, and maintain equipment. Perform minor repair, adjustment, and upkeep of materials and equipment, as necessary. Maintain and ensure proper operation of a wide variety of complex laboratory instruments.
- Care for microbial cultures, plants, and animals; prepare chemical solutions, reagents, and glassware for student use.
- Assist instructors, staff, and students in the use of equipment, materials, and supplies. Provide technical support for faculty developing new laboratory activities and experiments and writing protocols.
- Provide technical assistance in the preparation of equipment and material purchases; recommend selection of equipment as requested.
- Prepare and maintain department documents, records, and files; maintain records of materials and equipment loaned to students.
- Perform other duties as assigned.

Classroom Instruction

- Maintain 6 contact hours of laboratory instruction per semester.
- Meets with all classes as scheduled and provides the full component of instruction.
- Provides appropriate assistance and supervision to students in laboratories.
- Delivers instruction based on the learning objectives and course outcomes found in the official College syllabus.
- Develops and maintains appropriate course materials to be distributed to students.
- Maintains current knowledge and skills in the faculty member's discipline and in teaching strategies.
- Holds at least four (4) office hours per week for student consultation and advisement.
- Maintains accurate academic records for all students.
- Maintains accurate attendance records for all students.
- Reports attendance information, midterm deficiencies, and final term grade to the Student Records Office in the manner and by the dates specified.
- Operates within the organizational structure and policies of the College.
- Attends departmental, divisional, and professional development meetings and other College activities as required.
- Attends graduation ceremonies and assists as required.
- Assists the divisional Dean, Assistant Dean, Program Director and/or Program Coordinator in maintaining an inventory of appropriate educational supplies and equipment.
- Maintains security of College property.
- Maintains proper housekeeping, safety, and security in laboratories.
- Assists in maintaining appropriate educational supplies and equipment in laboratories.
- Maintains professional relationships with students, peers, and staff to promote competence, education, and training related to program.

Qualifications:

Education: Bachelor of Science in Biology or related field.

Experience: Post-secondary experience preferred.

Please express your interest in this position by submitting a letter of application and résumé to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 1/23/23 and until filled.