

TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT SCIENCE LABORATORY COORDINATOR

PAY - \$19.45 (per hour)

JOB TYPE – Full-time

DEADLINE – Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT – Science

REPORTS TO – Science Department Chair

Come work for us! Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employees' contributions to its success!

A little about us... TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

POSITION SUMMARY

The Science Laboratory Coordinator will provide direct support to all science faculty in the preparation of the laboratory sections for the Ontario campus.

QUALIFICATIONS

MINIMUM: Associate degree with any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Applicant must have taken a minimum of one year of College Biology and College Chemistry. Must have good customer relations or student services skills. Able to communicate effectively verbally and in writing. Able to work independently to meet deadlines.

PREFERRED: Bachelor's degree in Science or closely related field.

ESSENTIAL FUNCTIONS

Provide support to all full-time and part-time Science faculty in the organization of the laboratories including inventory organization/re-stocking, ordering supplies and maintenance and acquisition of lab equipment.

May serve as an adjunct lab instructor when needed (not to exceed two labs per quarter): lab coordination and lab instruction not to exceed 40 hours a week.

Place orders for the Science department including processing the appropriate and required purchase requisitions, including human cadavers for Anatomy labs. Perform price checks to utilize the department budget to its fullest.

Hire, train and approve timesheets for part time and student employees including work study students.

Oversee and direct the work of personnel providing science lab services at the Ontario campus; provide training and guidance in work responsibilities; plan, assign, and direct work; address and resolve minor complaints and problems.

Track and participate in Science department community outreach events.

Coordinate tutoring services at all levels of science. Work with Disability Services to provide tutors as needed.

Maintain, research and submit information regarding budget as needed to the Department Chair.

Attend Science department meetings as requested by Department Chair.

Perform duties as assigned by the Science Department Chair that are a reasonable fit for the position.

WORKING CONDITIONS

The noise level in the work environment is typical of most office and school environments, which may include frequent hallway noise that could lead to distractions. Working with chemicals and microorganisms is an essential portion of this position. Employee will be expected to follow appropriate PPE requirements.

TERMS OF EMPLOYMENT

This is a full-time, Classified, non-exempt position.

VETERANS PREFERENCE

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la política de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.