

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Chemistry Laboratory Coordinator

BASIC FUNCTION: Under supervision of the area Dean, coordinates the stockroom environment including: orders chemicals and supplies, inventory control, prepares solutions for classes, standardizes solutions for laboratory use, issues and replaces materials used in the class, prepares lecture demonstrations for classroom use, maintains specialized equipment used in advanced laboratory classes, manages the hazardous waste created in the laboratory sessions, arranges for proper disposal of the waste, and supervises other laboratory personnel.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Maintains stockroom and laboratories in clean and orderly condition.
2. Takes and maintains an inventory of equipment and supplies; keeps record of materials distributed.
3. Receives, issues, and stores materials, chemicals, solutions, and other supplies.
4. Determines needs for supplies and equipment.
5. Properly labels containers designated for hazardous waste or recycle collection.
6. Under direction of Campus Safety Officer, arranges for disposal of hazardous waste.
7. Works with faculty in the design of experiments that minimize environmental impact.
8. Prepares solutions and specialized materials using standard laboratory equipment.
9. Disassembles, cleans, and replaces in stock the apparatus used in demonstrations.
10. Issues and maintains lockers.
11. Checks and calibrates instruments.
12. Maintains data acquisition software on interface computers.
13. Maintains spectrometers and chromatography equipment.
14. Performs experiments for instructors before a class is assigned to the experiment.
15. May direct the work of student assistants and/or other classified personnel.
16. Participates in District-provided in-service training programs.
17. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
18. Performs other duties, related to the position, as assigned.

EDUCATION: Completion of an ACS certified Chemical Technology program with coursework in instrumental analysis or a Bachelor's degree from an accredited institution in Chemistry, Physics, Geology or Biology is required (if the Bachelor's degree is in Physics, Geology or Biology, 24 units of the degree must be in Chemistry coursework including instrumental analysis). Legible copies of transcripts verifying coursework and degree (official transcripts will be required upon employment).

EXPERIENCE: One year of general experience working a lab is required. Direct experience employing spectrophotometers and chromatography equipment in a research or work/commercial laboratory is desired.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Methods and procedures used in receiving, issuing, and accounting for materials, supplies, and equipment; elementary laboratory procedures; materials and supplies used in chemistry laboratories.

ABILITY TO: Keep records; maintain effective working relationships with others. Minimal keyboarding is required.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, other departmental staff, faculty, students and the general public.

WORKING CONDITIONS: Normal laboratory environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.