

Job Description

Job Title:	College Laboratory Technician - Middle and High School Education
Job ID:	1927
Location:	Lehman College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

GENERAL DUTIES

Performs highly-skilled laboratory functions and other technical duties in support of coursework.

- Sets up, maintains, and organizes student laboratories
- Assists students with setting up experiments and other learning exercises, and with the use of equipment and materials
- Maintains appropriate safety and hygiene standards
- Maintains required documentation related to laboratory activities
- Manages equipment and materials inventories.

Job Title Name: College Laboratory Technician

CONTRACT TITLE

College Laboratory Technician

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

Develop and maintain a portable technology laboratory for full-time and part-time faculty with special focus on the Department of Middle and High School Education and its large cohort of students from special programs. Supervising, scheduling, and facilitating the use of educational equipment including department cameras, scanners, external monitors, portable smart boards, LCD projectors, VCR's, DVD's. Providing technical assistance and procedural support for graduate students in research seminars in the department. Archive data for National Council for Accreditation of Teacher Education. Participating in data gathering, evaluation and development of faculty and adjunct faculty schedules as assigned. Developing and maintaining faculty and student databases for traditional and alternate route programs in the department. Performing related duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma with a minimum of four years' related experience. Additional education may be used to meet the experience requirement: an Associate degree may be substituted for two years experience, and a Bachelor's degree may be substituted for four years experience.

PREFERRED QUALIFICATIONS

Master's Degree and experience in data management, planning and coordinating human resources; strong interpersonal skills; proficient knowledge of Microsoft Office.
Ability to use e-mail software to create and maintain faculty and student listservs. Candidate should be a good problem solver with strong organizational skills.

COMPENSATION

Commensurate with qualifications and experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply please log on to www.cuny.edu. Navigate to Careers at CUNY and then log into the applicant tracking program Careers at CUNYFirst

AND

Send application letter with curriculum vitae, transcripts and three letters of recommendation to:

Dr. Joye Smith
Chair, Department of Middle and High School Education
Lehman College, C.U.N.Y.
250 Bedford Park Blvd. West
Bronx, New York 10468
Joye.smith@lehman.cuny.edu

CLOSING DATE

Open until filled with a review of resumes to begin 1/31/10.

EQUAL EMPLOYMENT OPPORTUNITY

The City University of New York is an Equal Opportunity Employer which complies with all applicable laws and regulations, and encourages inclusive excellence in its employment practices.