CSUB JOB ANNOUNCEMENT

Position Title: LAB TECHNICIAN (Instructional Support Technician I)
Recruitment #: #2115
Full/Part-Time: Full-Time
Employment Type: Permanent
Bargaining Unit: R09
Salary: $3,419 - $5,551 per month | Non-Exempt
Department: Physics & Engineering
Available: Immediately
Special Conditions: Background/ Fingerprint
Sensitive Position: Yes
Posted: January 27, 2017
Closing Date: For priority consideration, application materials must be received by February 10, 2017, however, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

NSME’s technical support staff play a critical role in supporting the School’s and CSUB’s mission, vision, and values. Under general supervision of the Chair of Physics and Engineering Sciences, the Instructional Support Technician I offers comprehensive technical support by providing materials, supplies, equipment-related logistical support, and technical expertise for a variety of lower and upper division laboratory courses, and research activities for the Department of Physics and Engineering.

DUTIES:
Physics and Engineering Laboratory Maintenance and Supplies
- Ensure that equipment and supply storage and laboratories are clean and orderly;
- Adjust and calibrate technical equipment (if possible);
- Communicate equipment needs or problems when repairs are required;
- Procure materials, supplies and equipment as needed;
- Issue and monitor use of materials, supplies, and equipment;

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• Maintain inventories of supplies and equipment
• Take inventory of equipment and accessory items, and maintain the electronic inventory database;
• Conduct annual audit of equipment and accessory items.

Physics and Engineering Laboratory Course Support

• Collaborate with the department chair and course team leaders to ensure preparation of lab supplies and equipment;
• Organize and schedule the preparation and provision of materials, supplies, and technical and non-technical equipment for laboratory courses;
• Oversee and/or assist in the removal of equipment after the laboratory session;
• Prepare samples and materials and provide technical assistance for undergraduate, graduate, and faculty research;
• Assist with the preparation of materials and equipment for specific instructional projects;
• Assist faculty in developing new instructional activities and demonstrations by acting as a resource person for materials and equipment utilization;
• Oversee student assistants.

Ensuring a Safe Environment

• Support university safety protocols;
• Collaborate with the NSME Safety Officer;
• Serve as a member of the campus emergency response team and the NSME Safety Committee;
• Establish protocols for safe and effective use of equipment, and monitor safety conditions.

Other Job Functions

• Perform other job-related duties and special projects as assigned;
• Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

REQUIRED QUALIFICATIONS: Please attach copy of college transcripts to employment application to demonstrate qualifications.

• Requires equivalent to two years of recent (within three years) experience providing instructional support services for a physics-related and/or engineering-related discipline… or

• Equivalent to two years of college with 16 semester units in physics and engineering courses involving extensive use of materials, supplies, or equipment may be substituted for one year of the required experience... or

• Equivalent to four years of college with 16 semester units of physics- or engineering-related laboratory courses may be substituted for the required experience.

• Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds;
• Ability to independently and efficiently perform detailed work with a high degree of accuracy in a high-volume, deadline-driven environment;
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines;
• Ability to apply independent judgement, discretion, and initiative in performing job duties under general supervision;
• Ability to effectively communicate information in a clear and understandable manner, both verbally and in writing;
• Ability to interpret, communicate, and apply policies and procedures;
• Ability to adapt to changing environments and demands, handle multiple projects simultaneously, and work independently;
• Experience with the operation of and making minor repairs to instructional and scientific equipment in the school including universal testing machines, hardness testers, microscopes, ovens and furnaces, electronic testing equipment, turbines, pumps, fluid machines, compressors, and standard workshop equipment;
• Ability to independently locate parts and system information;
• Working understanding of physics and engineering as utilized in scientific laboratories and instruments;
• Knowledge of the materials and supplies related to the curriculum, their characteristics and uses;
• Understanding of health and safety issues related to scientific instrument and equipment operation.

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PREFERRED QUALIFICATIONS:
- Knowledge of transformers, motors, generators, and other electrical machinery;
- Bachelor's degree in physics, engineering, or related discipline (attach copy of college transcripts to employment application to demonstrate qualifications).

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.

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