Position Title: INSTRUCTIONAL SUPPORT TECHNICIAN I

Recruitment #: #2177

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R09

Salary: $3,419 - $5,662 per month Non-Exempt

Department: Biology, School of Natural Science, Mathematics & Engineering (NSME)

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: July 27, 2017

Closing Date: August 11, 2017

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 supervision of the Lead Instructional Support Technician III, 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 in the Departments of Biology, Chemistry, and Biochemistry.

DUTIES: Under general supervision, the Instructional Support Technician I (IST I) is responsible for laboratory set-ups for a number of upper and lower division courses in the Department of Biology. Upon receipt of syllabi from the Biology Instructors for specific courses, the technician organizes and schedules the preparation and provision of materials, supplies, and equipment for these laboratory courses. Incumbent will also have primary responsibility for maintenance of the Biology Greenhouse; take inventory of equipment and accessory items; work with the equipment technicians, describing equipment needs or problems when repairs are required; may assist faculty in developing new instructional activities by acting as a resource person for materials or equipment utilization; and assists faculty or students in independent use of equipment or provision of technical assistance with specific experiments/projects. The person filing this position will also be the technician in charge of managing the inventory of the Biology Departments equipment, and will conduct yearly audits. Performs other related tasks as assigned.
Biology Laboratory Course Support:
- Organize and schedule the preparation and provision of biological materials, supplies, and technical and non-technical equipment for laboratory courses;
- Prepare subcultures and maintain stocks of bacteria, fungi, protozoa, insects, and other living organisms used in laboratory courses;
- Assist faculty in developing new instructional activities and demonstrations by acting as a resource person for materials and equipment utilization;
- Provide technical assistance and support to students and faculty on individual experiments/projects;
- Recognize commonalities between courses and develop systems for optimizing facilities and equipment use.

Biology Laboratory Maintenance and Supplies:
- Maintain the biology greenhouse;
- Adjust and calibrate technical equipment (if possible);
- Describe equipment needs or problems when repairs are required;
- Take inventory of equipment and accessory items, and maintain the electronic inventory database;
- Conduct yearly audit of equipment and accessory items.

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.

Other Job Functions:
- Support student-faculty research.
- Oversee student workers assisting in laboratories and stockroom.
- 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:

Experience:
Equivalent to two years of recent (within three years) experience providing instructional support services for a unit or discipline, acting as a student assistant, or in producing materials or supplies related to the discipline.

or
Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area to which assigned may be substituted for one year of the required experience.

or
Equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a related discipline may be substituted for the experience.

Knowledge & Abilities:
- 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 effectively communicate information in a clear and understandable manner, both verbally and in writing;
- Ability to interpret, communicate and apply policies and procedures;
- 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 operate technical equipment related to different biology courses;
- Ability to adjust and perform simple maintenance of technical and scientific equipment;
- Basic knowledge and understanding of procedures and techniques, applicable to courses in cell biology, genetics, and molecular biology;
- Knowledge of equipment utilized in these courses;
- Knowledge of common safety procedures for handling and storage of chemicals used in laboratory preparations along with handling both bio-hazardous and hazardous chemical waste.
- Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS: A Bachelor’s degree in Biology, Chemistry, or closely related field is preferred.

*California State University, Bakersfield* is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
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.