Job Announcement

Job Title: Earth and Environmental Sciences Technician - Instructional Support Technician III
Job ID: 4571
Full/Part Time: Full-Time
Regular/Temporary: Regular
Job Code: 1619 Instructional Support Technician III
Job Grade: Range A
Department: Earth & Environmental Sciences

About CSU East Bay

California State University, East Bay's beautiful main campus is located in the Hayward hills with panoramic views of the San Francisco Bay shoreline. Situated above the city of Hayward, the campus offers an ideal setting for teaching and learning and yet easy access to the many cities along the bay. The University has a satellite campus in Concord, a professional development center in Oakland and a significant presence online. Founded in 1957, California State University, East Bay is one of 23 universities of the California State University system (CSU). With an enrollment over 13,800 students, California State University, East Bay is recognized as a regionally engaged and globally oriented university with a strong commitment to academic innovation, student success, engaged and service learning, diversity, and sustainability.

Department Statement

The Department of Earth and Environmental Sciences offers degrees in Geology (BA, BS, MS) and Environmental Science (BS). The department offers a range of courses, including introductory courses appropriate for non-majors that fulfill general education requirements, as well as more advanced courses that are suitable for majors in Geology, Environmental Science, and related fields. Many courses include laboratory or field-based activities. Currently there are about 70 majors in programs offered by the department. There are five permanent faculty and ten temporary faculty. The department has two support staff, one administrative and one technical support.

About the Position

This position provides support in the preparation and maintenance of materials and equipment for use in classroom, laboratory, and field based instructional activities in the areas of geology and environmental science. Duties include the setup of materials and equipment for laboratory exercises, classroom demonstrations, and independent use by students and faculty, curation of department collections, including minerals, rocks, fossils, maps, and reports. This position helps support the department's computer laboratory and provides administrative support for transportation arrangements for class field trips. This position enables the department to comply with environmental health and safety guidelines, including the disposal of chemical and electronic waste.
Responsibilities

Classroom Support:
* Prepare, set up, and put away materials and equipment for laboratory classes.
* Ensure that adequate supplies are available for student laboratory exercises.
* Ensure that laboratory classrooms are maintained in a neat and orderly manner.
* Arrange transportation for class field trips.
* Assist faculty and students in the independent use of equipment.

Materials, Equipment, and Collections:
* Maintain instructional materials and equipment. Purchases supplies as necessary.
* Modify and label materials for laboratory classes, including mineral, rock, and fossil specimens.
* Maintain department collections of minerals, rocks, fossils, maps, and reports, including catalogs for collections.
* Maintain documentation for equipment, including operation manuals.
* Repair or arrange for repair of equipment. Modify existing equipment or fabricate new equipment as necessary.
* Maintain departmental work areas, tools, and supplies in a clean and orderly manner.
* Maintain batteries for field equipment, including radios, GPS units, and geophysical equipment.
* Dispose of materials and equipment according to university and department guidelines.

Administrative:
* Maintain department accounts for supplies and transportation.
* Oversee checkout and return of equipment from students and faculty.
* Prepare purchase order requests for new equipment.
* Maintain records of equipment inventory.
* Maintain records of software licenses and serve as departmental liaison with software vendors.
* Administer environmental health and safety programs for the department, including emergency communications, hazardous waste disposal, and radiation safety.

Community Service and Outreach:
* Prepare materials for exhibits and demonstrations at public outreach events such as the Science Festival.
* Coordinate the use of departmental laboratory classrooms for outreach events.
* Support other educational institutions and professional organizations, e.g., through the loan of geologic specimens to school teachers.

Requires
* Ability to conduct work in an efficient manner, prioritize multiple assignments and meet deadlines.
* Ability to clearly communicate in a professional manner, both verbally and in writing.
* Ability to read technical documentation.
* Ability to learn how to operate, maintain, and perform routine troubleshooting of scientific equipment.
* Knowledge of basic tools and materials.
* Ability to make simple repairs and modifications of equipment.
* Ability to make accurate measurements.
* Ability to perform careful and precise work.
* Ability to lift 50 pounds with assistance.
* Ability to comply with university and department policies and procedures.
* Proficiency with computer applications including email, documents, spreadsheets, web applications, and graphics.

* Work schedule must be coordinated with hours during which labs are scheduled. In order to provide labs with appropriate setup, some work outside of normal working hours may occasionally be required.

**Minimum Qualifications**

Equivalent to four years of experience providing instructional support services for a related unit or discipline, or in producing materials or supplies or repairing equipment in a discipline related to specialty area to which assigned.

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 discipline related to the specialty area to which assigned may be substituted for two years of the required experience.

**Preferred Skills & Knowledge**

* Experience with materials and methods used for instruction in geology and environmental science.
* Ability to check scientific equipment for proper operation and diagnose problems by referring to technical documentation.
* Experience with tools and materials. Ability to make repairs and modifications of equipment. Familiarity with electronics and electrical circuits is a plus.
* Proficiency with computer software installation, hardware maintenance and troubleshooting.

**Salary**

Salary Range: $4,107/mo. to $6,346/mo. PLEASE NOTE: The anticipated starting salary will be from $4,107/mo. to $5,227/mo.

**How To Apply**

In addition to the standard CSUEB application, please submit a cover letter, a list of three (3) or more professional references, and resume. Resumes alone will not be accepted in lieu of a completed online application.
To apply on-line, please go to www.csueastbay.edu/jobs. If you are a first time user, you must register, create a user ID and password, fill in your basic information, save and click on the position you are interested in, click on the "Apply Now" button to begin the online application.

This position will remain open until filled and may close without further notice.

**Condition(s) of Employment All**

California State University, East Bay conducts pre-employment screening that may include, but is not limited to: criminal background check, verification of academic credentials, licenses, certificates, and/or verification of work history. Successful candidates will be required to complete the Live Scan background check process as a condition of employment.

**EEO Statement**

As an Equal Opportunity Employer, CSUEB does not discriminate on the basis of any protected categories: age, ancestry, citizenship, color, disability, gender, immigration status, marital status, national origin, race, religion, sexual orientation, or veteran’s status. The University is committed to the principles of diversity in employment and to creating a stimulating learning environment for its diverse student body.

**Sponsorship**

CSUEB is not a sponsoring agency for Staff or Management positions.

**Mandated Reporter**

All California State University, East Bay employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with requirements set forth in the CSU Executive Order 1083 as a condition of employment.

**To Apply:**

Go to the campus jobs site: www.csueastbay.edu/jobs and select one of the following links:

- > New & Returning applicants
- > Current CSEUB employees

Select the following job listing:

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