



Laboratory Technician – STEM Labs

Job Description

DIVISION/DEPARTMENT: Division of Science and Mathematics

DATE TO BE FILLED: Immediately

SALARY: Commensurate with Experience

SUMMARY

The Division of Science and Mathematics at Rust College is seeking a staff person for the position of Lab Technician. The purpose of this position is to oversee the basic instrument and equipment repair needs of the Chemistry, Biology, Physics departments, order and inventory all Chemistry and Biology equipment, manage the ordering and categorizing of materials for Chemistry and Biology, aid instructors in laboratory preparations for specific lab courses. This is a typical Monday through Friday work schedule is expected.

RESPONSIBILITIES/DUTIES

- Develop and follow preventative maintenance plans for department-owned research and instructional scientific instrumentation. Perform preventative maintenance according to the plans.
- Troubleshoot, diagnose, and repair basic problems with scientific instruments. Work with suppliers to obtain any parts and technical support needed to complete repairs.
- Coordinate with vendors and instrument custodians/operators to plan and carry out installation of new equipment for research and instructional labs.
- Coordinate access of users to instruments and demonstrate safe and proper operation procedures.
- Conduct annual inventory of capital assets/equipment in the Chemistry and Biology Department. Update inventory throughout the year and transfer unneeded equipment to college surplus.
- Coordinate security measures, changes and maintenance of storage areas for hazardous and sharp materials.
- Serve as Building Representative for the Chemistry and Biology Departments. Report building maintenance problems and work with Facilities to accomplish repairs.
- As needed, assist with after-hours needs of the Chemistry and Biology Department Needs.

PHYSICAL REQUIREMENT

Carrying, Climbing, Kneeling, Lifting up to 50 pounds, Lifting or moving up to 75 pounds, Pulling, Pushing, Reaching, Sitting, Squatting, Stooping, Bending, Standing, Twisting, Walking, Writing, Talk or Hear, Ability to communicate.

MINIMUM QUALIFICATIONS

Bachelor's Degree in related field and three years of related experience preferred; or any equivalent combination of education, training and experience. Experience installing, maintaining, and repairing scientific instruments and equipment. Experience working in academic research laboratories and/or departments

SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff and students are comprised of diverse, social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill", the campus and historic town provide the perfect backdrop for fulfillment of the mission to equip and inspire students for excellence and service in their communities and throughout the world.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER

TO APPLY

Persons interested in the above position must submit a resume along with a letter of interest, and unofficial transcript(s) to: careers@rustcollege.edu

Mrs. Angela Williams, HR Director
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date:

Open Until Qualified Applicant is Found

Posting Date:

07/2023