STATE OF COLORADO
invites applications for the position of:

Laboratory Coordinator I - Science Department at RRCC

This position is open only to Colorado state residents.

CLASS TITLE: LABORATORY COORDINATOR I

LOCATION: Jefferson County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Red Rocks Community College, 13300 W. 6th Avenue, Lakewood, CO 80228

SALARY: $3,920.00 - $4,726.00 Monthly

HIRING PAY RATE: Although a range is listed, appointments are typically made at or near range minimum.

OPENING DATE: 08/26/21

CLOSING DATE: 08/30/21 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

GJL-000076-08/21

Note: An essential function of this position will be to exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Why work at RRCC?

- We offer a competitive benefits package, including: health coverage, retirement, paid time off, flexible spending accounts, life insurance, and more. Benefits for employees in Classified positions are administered through the Colorado Department of Personnel and Administration’s Division of Human Resources. Employees in Classified positions are eligible to begin their benefits the 1st of the month following their start date. Find complete information on benefits for Classified positions on the Department of Personnel and Administration website.
- Professional Development - We provide professional development and enrichment opportunities for our staff to help them grow personally and professionally through our Center for Professional Enrichment and Human Resources department.
- Tuition Reimbursement - To help our staff develop their skills, we offer a tuition reimbursement program good for courses taken at any of the Community College System
DESCRIPTION OF JOB:

Duties: This full-time position is located in the Science Laboratory at Red Rocks Community College – Lakewood and Arvada Campus. Position will prepare, organize and maintain the science laboratory operations, purchase for science laboratories and support the needs of faculty and students.

Coordinate equipment, materials, and supplies, setting-up, breaking-down, and dry-running lab exercises and maintaining the laboratories, prep rooms, and stockrooms. Some labs require preparation of solutions, dissection materials, media, and/or bacterial cultures. Assemble and distribute equipment such as microscopes, spectrophotometers, data loggers, and balances, chemicals, glassware, and other appropriate supplies; organize and prepare solutions.

Maintain and calibrate both scientific equipment and safety equipment (fire extinguishers, first aid kits, eye washes, flow hoods, disposal containers, etc.) and arrange for service as necessary. Maintain a safe working environment in the science department. Work with full-time faculty and part-time instructors to determine laboratory schedules. Keep computer-based inventory of chemicals in the science stockroom.

Purchase chemicals, glassware, specimens, consumable supplies, and other materials for science laboratories following the guidelines of the college purchasing handbook. Create and maintain organized, labeled shelving systems to allow for easy location of chemicals, equipment, and supplies. Keep computer-based inventory of all materials, supplies, equipment, and chemicals and keep Safety Data Sheets (SDSs) of all chemicals in stock updated. Track usage of chemicals, specimens, and safety and laboratory equipment through regular inventory to ensure adequate supply of materials for courses with minimum waste.

Train hourly employees in proper laboratory techniques and in safe storage, handling, and disposal procedures. Educate/train on proper lab techniques and using chemicals and biohazards including handling, storage, and disposal while maintaining ultimate responsibility for safety and labs running smoothly.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications: Two (2) years of laboratory experience in a science lab with knowledge of general biology and general chemistry. Please provide detailed information on your application. Submitting a resume in lieu of the completed application is not acceptable. Successful candidate must be familiar and comfortable with correct safety and control methods. Successful candidate must have excellent customer service and interpersonal skills, along with great attention to detail. A college degree will not replace the two years of laboratory experience in a science lab. (Part-time experience will be pro-rated)

Highly Desirable: The highly desirable candidate will possess the following:

- Familiarity with general science curriculum
- Completed General Chemistry I and II in order to have the knowledge necessary to prepare labs for chemistry classes
- Experience in an educational or research laboratory
- Experience setting up Science Laboratories
- Experience maintaining lab equipment
- More than two years of laboratory experience in a Biology lab
- Written communication skills
- Prior experience working with students in a teaching environment
- Experience preparing lab stock solutions
• Completed Biology I and II in order to have knowledge necessary to prepare labs for Biology classes

**Necessary Special Requirements:** Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

**Appeal Rights:** If you receive notice that you have been eliminated from consideration for this position, you may file an appeal with the State Personnel Board or request a review by the State Personnel Director.

An appeal or review must be submitted on the official appeal form, signed by you or your representative. This form must be delivered to the State Personnel Board by email (dpa_state.personnelboard@state.co.us), postmarked in US Mail or hand delivered (1525 Sherman Street, 4th Floor, Denver CO 80203), or faxed (303.866.5038) within ten (10) calendar days from your receipt of notice or acknowledgement of the department’s action.

For more information about the appeals process, the official appeal form, and how to deliver it to the State Personnel Board; go to spb.colorado.gov; contact the State Personnel Board for assistance at (303) 866-3300; or refer to 4 Colorado Code of Regulations (CCR) 801-1, State Personnel Board Rules and Personnel Director’s Administrative Procedures, Chapter 8, Resolution of Appeals and Disputes, at spb.colorado.gov under Rules.

**SUPPLEMENTAL INFORMATION:**

CCCS recognizes the importance of a workforce that is reflective of our diverse student community which consists of 22.1% Hispanic; 6.2% Black/African American; 3.7% Asian/Pacific Islander; 0.9% American Indian/Alaskan Native; and 60.5% White. As such, we are interested in selecting the best candidate from a diverse pool.

**Equal Opportunity Employer:** Red Rocks Community College does not discriminate on the basis of sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its activities, programs, or employment practices as required by Title VI, Title VII, 1964 Civil Rights Act; Title IX, Education Amendments of 1972; Age Discrimination in Employment of 1967; Section 504 of the Rehabilitation Act of 1973; Vietnam Era Veterans’ Readjustment Assistance Act (VEVRAA) of 1974, Pregnancy Discrimination Act of 1978; Genetic Information Nondiscrimination Act of 2008; and the Americans with Disabilities Act (ADA) of 1990.

**Americans with Disabilities Act (ADA) Accommodations:** Red Rocks Community College is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADAAAA Coordinator, Amie Oudenhoven, amie.oudenhoven@rrcc.edu, 303.914.6298 or Deborah Houser, deborah.houser@rrcc.edu, 303914.6224.

If you are an individual who wishes to request reasonable accommodations for an exam, refer to the contact information on the exam scheduling notice or on the specific job announcement.

**Pregnancy Related Accommodations, Colorado Anti-Discrimination Act (CADA):** The Colorado Anti-Discrimination Act (CADA), allows applicants to request a reasonable
accommodation for health conditions related to pregnancy or the physical recovery from childbirth.

For information regarding Red Rocks Community College Security, including crime statistics for the campus and surrounding area, please see the RRCC Police website: http://www.rrcc.edu/police/crimereport.html. For a hard copy report please contact 303-914-6494.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

TRANSCRIPTS REQUIRED:
An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:
Colorado Community College System, Attn. Human Resources, 9101 E. Lowry Blvd., Denver, CO 80230

DEPARTMENT CONTACT INFORMATION:
Jacqui Oakley, 303-914-6299, jacqui.oakley@rrcc.edu or Teri Ayers, 303-595-1588, teri.ayers@cccs.edu

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.colorado.gov/jobs

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Laboratory Coordinator I - Science Department at RRCC Supplemental Questionnaire

* 1. Are you willing to submit to a pre-employment background check as a condition of hire?
   ☐ Yes   ☐ No

* 2. Are you a current resident of the State of Colorado who can provide proof of Colorado residency?
   ☐ Yes   ☐ No

* 3. Explain your experience in an educational or research laboratory.
4. Do you have prior work experience in a Science Lab at a community college or other academic environment? If so, explain where?

5. Explain the equipment you have used in a science lab.

6. Explain your experience maintaining lab equipment.

7. Explain your experience with proper disposal methods in a science lab.

8. Have you completed General Biology I?
   Yes    No

9. Have you completed Anatomy and Physiology I and II?
   Yes    No

10. Have you completed Microbiology?
    Yes    No

11. Have you completed General Chemistry I and II?
    Yes    No

12. Have you completed Organic Chemistry?
    Yes    No

* Required Question