



Science Outreach Coordinator/Lab Technician – Staff - California Northstate University College of Health Sciences (CNUCHS), Rancho Cordova, California, USA

Job Title: Science Outreach Coordinator/Lab Technician, College of Health Sciences (CHS)

Job Classification: Full-time, \$20.00/hr

Closing Date: Position open until filled

Anticipated Start Date: August 2018

Reporting Responsibility: Reports to the Science Department Chair and to Dr. Heather Brown, Dean of CNUCHS.

Job Description:

California Northstate University College of Health Sciences (CNUCHS) is seeking an Outreach Coordinator/Lab Technician responsible for supporting the educational laboratory activities and science education outreach activities serving the greater Sacramento region. This person will report to the assigned manager/supervisor for work on biology, chemistry, biotechnology and science related curricula labs and support outreach to benefit teachers and students in the Sacramento region. Primary work location will be in Rancho Cordova at the CNUCHS campus, with regular offsite visits to regional schools and partner locations for meetings, workshops, and classroom support. Some evenings and weekends required.

Under general supervision of the assigned manager/supervisor, performs specialized and technical duties in the operation and maintenance of CNUCHS instructional laboratories (chemistry, biology, etc.) and stockrooms including hazardous material storage, clean up, and disposal. Prepares, receives stocks, and issues laboratory reagents, supplies, materials, and equipment; coordinates budgetary requisitions and expenditures for laboratory supplies and equipment, repairs, alterations, preventative maintenance contracts, and blanket purchase orders; and trains and directs student help. Oversees and coordinates related outreach activities, including summer camps, recruitment activities, and training of student assistants.

The Outreach Coordinator/Lab Technician is an energetic, results oriented, motivated professional responsible for community engagement, curricular kit management, event coordination, teaching and expertise in science lab support. CNUCHS seeks a collaborative professional who enjoys and excels working with multiple projects dealing with critical timelines and aggressive goals for success. The ideal candidate is a communicator able to engage community members and mentor teachers implementing, developing, and updating curriculum. The Outreach Coordinator/Lab Technician is expected to work relatively independently in her/his position, applying the highest professional standards to performance of all duties.

Typical Duties for the Science Outreach Coordinator:

General:

1. Consult weekly with the designated supervisor to update on status of projects
2. Submit timely written reports



3. Support educational lab activities at CNUCHS (chemistry, biology, physics, etc.)
4. Maintain database of teachers/classes/students/schools for supported activities and events

Outreach Services:

1. Workshop Coordination (High School Summer Camps; and Professional Development for Teachers; College Lab Days and Campus Visits) including: Advertising and recruiting teachers and students; Coordinating instructors and planning of event logistics
2. Summer Science Competition planning and oversight
3. Classroom Assistance during training events
4. Preparation of laboratory reagents for the training events
5. Oversight and coordination of the Equipment Loan Program including: Organization and inventory of Molecular Biology Lab Equipment; Preparation of laboratory reagents for classroom activities; Database management and scheduling of equipment loans;
6. Advertising and creation of brochures and mailers
7. Oversight and maintenance of outreach website materials, social media and networking platforms
8. Curriculum testing (laboratory skills: PCR, transformation, Agarose Gel Electrophoresis etc)
9. Regional High School Classroom Assistance
10. Coordination and Training of Student Intern assistants
11. Occasional workshop teaching
12. Be a spokesperson and promote awareness of outreach activities with teachers and school administrators
13. Actively engage community members

Laboratory:

1. Prepare reagents for classroom kits and CNUCHS Courses
2. Facilitate operation and safety in the classroom laboratory setting
3. Inventory kits, reagents, equipment, and order consumables as needed
4. Troubleshoot lab results through instructor feedback
5. Maintain accurate, detailed thorough records
6. Learn and implement new science theories and practices to support design of new laboratory and outreach activities

Other:

1. Maintain networks with local biotech companies, education partners, high schools, community colleges, 4-year colleges
2. Occasional participation in conferences, workshops and community outreach as a CNUCHS representative to network and provide depth of knowledge for science specific outreach activities

Knowledge, Skills, and Abilities:

Education/Experience:

A master's degree in biology, chemistry or related field preferred in addition to at least 1 year of experience directly related to the specific duties and responsibilities. Alternatively, a bachelor's degree in a science discipline and at least 2 years of experience directly related to the specified duties and responsibilities is also acceptable.

**Essential Functions:**

- The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with students, faculty, and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines.
- The ability to convey passion for science education to teachers, students and the community.
- The ability to teach academic or related topics in biological sciences.
- The ability to deliver excellent customer service and public relations with quality interpersonal skills working with people at all levels.
- The ability to communicate clearly and succinctly in person and in writing.
- The ability to understand information and ideas presented orally and in writing; and communicate information and ideas orally and in writing so others will understand.
- The ability to use a personal computer for word processing, spreadsheet, and database applications; maintain website for laboratory equipment loan scheduling; perform basic mathematical calculations used to solve basic formulas; follow directions accurately; and oversee and train student help.
- The ability to identify and work with equipment, specimens, supplies, solutions and materials common to the field; maintain stockroom records, equipment and materials in an orderly condition; and respond to emergency calls during non-working hours.

Additional Requirement: Possess and maintain a valid California Driver's License and have a reliable means of transportation for travel to partner institutions in the Sacramento region.

Typical Equipment Used (May include, but not limited to):

A variety of equipment related to science labs and stockrooms including: computer, microscope, thermocycler, fume and cell culture hoods, incubators, gel electrophoresis equipment, micropipette, autoclave, chemical analytical instrumentation, hand and power tools, DVD, printer, copier, spectrophotometer, testers, and meters.

Applicants should submit:

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume
- Names, addresses, and telephone numbers of at least three (3) references who can be contacted by the Search Committee and who can speak to a broad range of candidate's professional qualifications

Please send application materials to HR, hr@cnsu.edu . Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.