



**MANCHESTER COMMUNITY COLLEGE
JOB OPPORTUNITY
EDUCATIONAL ASSISTANT
SCIENCE LABORATORY AIDE: CHEMISTRY**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Manchester, Connecticut
Job Posting No: EA16-10
Hours: Part-time 12 hours per week
Salary: \$24.94/hourly
Closing Date: October 4, 2016

Minimum Qualifications:

Associate's degree (or equivalent) with a strong preparation in chemistry; ability to work with minimum supervision; knowledge of and experience with established standards, regulations and laws relative to laboratory safety and hazardous waste management.

Responsibilities:

Under the supervision of the Science Laboratory Assistants and the Chemistry and Physical Science Faculty, the Science Laboratory Aide is responsible for:

- Preparing chemical reagents
- Assembling and breaking down laboratory set ups
- Disposing materials in accordance with established standards, regulations and laws
- Preparing and cleaning glassware and instruments
- Receiving, unpacking and shelving laboratory supplies and equipment
- Assisting with maintaining cleanliness of laboratories
- Maintaining safety of laboratory, prep room and equipment in accordance with established standards, regulations and laws
- Maintaining ongoing communication with Science Laboratory Assistants and faculty about problems encountered in the laboratory
- Making recommendations for ordering supplies and equipment
- Performing other related duties as assigned

Application Instructions:

Please reference job posting number (#EA16-10) on application material.

Incomplete application materials will not be accepted.

Send letter of intent, resume, transcripts from all attended schools (unofficial acceptable), the names of three professional references, and completed *BOR (MCC version) Employment Application to:

#EA16-10
Human Resources Department
Manchester Community College
Great Path, MS #2
P. O. Box 1046
Manchester, CT 06045-1046

OR email to: GenInfoHumanResources@mcc.commnet.edu

*BOR (MCC version) Employment Application available online in the Human Resources/Payroll section at: <https://www.manchestercc.edu/form-depot/>

(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

Background Checks

Manchester Community College is committed to providing a safe campus community. MCC conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

Continuing Notice of Nondiscrimination

Manchester Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning

disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Affirmative Action, Diversity and Inclusion, Manchester Community College, Great Path, P.O. Box 1046, Manchester, CT 06045-1046, 860-512-310. Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.