



Title Biology Lab Technician

Department: Biology
Status: Non-Exempt, part-time (25-hours per week)
Classification: Staff
Start Date: Immediate

Summary

The main responsibility of this position is to assist faculty in preparing undergraduate laboratory classes, and to maintain all supplies and facilities necessary for this purpose.

Essential Responsibilities:

- Prepares materials, chemicals, and biological media for student use in undergraduate laboratory classes according to faculty directions
- Maintains stock cultures of microorganisms (bacteria, fungi)
- Maintains other live specimens as needed (plants, lower invertebrates, etc.)
- Orders and stock laboratory chemicals and supplies
- Maintains up-to-date inventories for all chemicals, supplies, specimens, and equipment
- Keeps laboratory equipment and laboratory spaces in clean and working order
- Supervises and instructs work study students as lab assistants

Minimum Eligibility Requirements:

Knowledge, Skills & Abilities

Education:

- Minimum of B.S. or B.A. in Biology or related discipline.

Experience:

- Minimum 1-year of experience making chemical solutions in a laboratory setting
- Must have taken a Microbiology course OR have a minimum of 1-year laboratory experience involving care of bacterial cultures

Skills & Abilities:

- High level of organizational, multi-tasking, and time management skills
- Ability to function independently in a laboratory setting
- Knowledge of basic science laboratory equipment, supplies, procedures, and safety protocols, including but not limited to proper cleaning and storage of laboratory glassware, chemical storage and hazard classifications, and chemical and biohazardous waste disposal.

- Ability to learn and apply departmental procedures and safety regulations.
- Ability to follow written or oral instructions precisely and accurately
- Advanced proficiency in Microsoft Office Suite, especially Word and Excel

HOW TO APPLY: Please send a resume, and cover letter to: careers@ndc.edu. Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.