Position Announcement

Western Connecticut State University
Biology & Environmental Sciences
University Assistant
Part-time – 19 hours per week

Western Connecticut State University’s Biology & Environmental Sciences department is accepting applications for a part-time University Assistant.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

The Department of Biology & Environmental Sciences is located on the Midtown campus. Information on the department can be found at [https://www.wcsu.edu/biology/](https://www.wcsu.edu/biology/).

**Responsibilities include:** Working with faculty to coordinate, maintain, and repair the teaching equipment (including equipment service contracts and preventative maintenance), managing the supplies of teaching laboratories of the Department, including ordering supplies; tracking, receiving and inspecting deliveries; coordinating the appropriate storage of the supplies in the designated locations; managing returns and refunds, when necessary; managing the supply budget and necessary paperwork to ensure the timely payment to vendors; managing the chemical inventory of the Department, including the proper storage of chemicals and the electronic record-keeping of the inventory; assisting faculty in the preparation of teaching labs including helping with the training, supervision and record keeping (timesheets) of student workers; managing department safety by working facilities (including work orders for building maintenance and repair). The candidate will also be expected to assist in the care of living specimens.

**Minimum Qualifications:** A Bachelor’s degree is required along with a demonstrated knowledge of scientific laboratory equipment usage and ability to organize and maintain records using contemporary office software. A Biology degree or a closely related field, extensive laboratory safety experience and practices are preferred. The successful candidate will be able to work independently and possess good organizational, communication and computer skills. Proficiency in Excel, Word, Teams are required.

As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

**Work Hours, Salary & Benefits:** Monday – Friday between the hours of 8 a.m. – 5 p.m. for a total of 19 hours per week. Note: Work hours are flexible, and all work is done on site. $20.00 - $25.00 per hour. Information on benefits can be found on the Human Resources website: [http://wcsu.edu/hr/benefits/](http://wcsu.edu/hr/benefits/). Please note there are no paid benefits for this position. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check.
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dcheck. WSCU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.

**Application Process:** Prospective candidates must apply via email by submitting a cover letter, which includes the contact information for (3) current professional references and a resume and a resume to: Ms. Peggy Boyle - email: hrpositions@wcsu.edu. In email subject line of reference: Your Last Name – UA – Biology. Review of applications begins immediately and will continue until the position has been filled.

Western is an Affirmative Action Equal Opportunity Educator/Employer