Position Announcement

Western Connecticut State University
Biology & Chemistry
Science Technical Specialist

Western Connecticut State University is pleased to announce that applications are being accepted for a Science Technical Specialist.

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. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

Position Summary: The Science Technical Specialist reports directly to the Dean of the Macricostas School of Arts and Sciences (MSAS) through the chairpersons of the Biology Department and the Chemistry & Biochemistry Department. Responsible for managing the departments’ laboratories and support facilities for biology, chemistry, physics, astronomy, and meteorology courses. Responsible for maintaining the inventory of chemicals and supplies and upholding a proper maintenance schedule for equipment. Also assists Environmental Health and Safety (EH&S) in hazardous waste control and laboratory safety compliance. Duties include:

1. Performs regular inspection of laboratories and storage spaces to ensure safety and proper functioning of instruments, equipment, etc.
2. Establishes and maintains maintenance schedule and service reports for equipment, instrumentation, and computer software. Coordinating any needed repairs with maintenance contract vendors.
3. Negotiates costs, in conjunction with the Director of Administrative Services, for one-year service contracts for major pieces of instrumentation and equipment.
4. Schedules and hosts vendors for presentations toward acquisition of new and replacement of old instrumentation and equipment.
5. Assists in the care of living resources, including small mammals, fish, amphibians, and greenhouse plants.
6. Maintains compressed gas and liquid nitrogen inventory, including ordering, arranging for deliveries, and meeting delivery personnel, filling instruments that require liquid nitrogen, and manages storage of gas cylinders.
7. In consultation with faculty, ensures proper ordering, receiving, inventorying, and processing of invoices for payment of supplies.
8. Serves as a liaison with EH&S to ensure proper delivery, record keeping, and disposal of hazardous waste, and maintains the database for all stored chemicals and supplies to ensure the University is in compliance with EH&S.
9. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.
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Qualifications:
• Bachelor’s degree in biology and/or chemistry, or related field.
• Three years of professional laboratory experience in a university or industry setting.
• Highly organized, and knowledgeable of spreadsheet applications, preferably Microsoft Excel and other components of the Microsoft Office Suite.
• Must be able to lift 30 lbs.
• Must possess the ability to work independently and handle multiple tasks.
• May be called upon during off-hours to handle special problems/emergencies and to coordinate the repair of equipment.
• Ability to communicate with diverse stakeholders.
• Multi-lingual or bi-lingual candidates are encouraged to apply.

Salary & Benefits: The hiring salary range is $69,669 - $92,356 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. 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. WSCU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials in PDF or Word format only to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – Science Technical Specialist. Application materials must be emailed to: hpositions@wcsu.edu and must be received no later than Friday, August 16, 2024. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer