POSITION ANNOUNCEMENT

Position: Lab Technician
VSC Grade 10, VSC-UP PAT Bargaining Unit, Exempt
Part time: 25 hours/wk. (5 hours per day, 5 days per week); Ten (10) months.

Location: Williston Campus

Compensation: $15 per hour; 25 hours per week; no benefits package

Responsibilities: Monitor and ensure all electrical and mechanical labs are safe for student and faculty use including compliance with OSHA rules and regulations. Assist the faculty members teaching labs. Advise and assist students on lab assignment considerations, students complete a lab or course project. Set-up all electrical and mechanical labs under the direction of the department faculty. Monitor the inventory of materials and supplies and complete orders to maintain necessary inventory. Work with College personnel to insure all outside groups and users are prepared; check the labs immediately after these groups for any damage; restore lab to required state. Complete requisition requests, purchase orders and reimbursement requests. Assist budget managers with budget formulation and execution. Assist with various other duties throughout the campus, as appropriate.

Qualifications: Associates degree in mechanical, electrical or other appropriate discipline plus 1-2 years of relevant technical experience from which comparable knowledge and skills are acquired.
Good administrative, planning, and supervisory skills.

Strong academic background, knowledge and skills in the following areas: Lab and shop principles & methods including milling, turning, welding; cnc control systems; and basic electricity and electronics.

Strong analytical and problem-solving skills.

Good basic teaching and informal advising/coaching skills desirable.

Ability to deal effectively with a wide range of individuals/groups inside and outside of Vermont Tech.

Excellent interpersonal skills.

Ability to use the Datatel system a plus.

Starting Date: September 15, 2015

Application Deadline: Applications will be reviewed until the position is filled.

To Apply: Submit a Vermont Tech employment application, with resume and cover letter to: jobs@vtc.edu. Employment application available on the VTC website www.vtc.edu.

NOTE: All full-time and some part time positions are subject to a criminal background check. Any offer of employment is contingent upon the satisfactory results of this check.