Job Vacancy Notice

Job Title: College Laboratory Technician - Tutoring and Academic Support

Location: Queensborough CC

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

Performs highly-skilled laboratory functions and other technical duties in support of coursework.

- Sets up, maintains, and organizes student laboratories

- Assists students with setting up experiments and other learning exercises, and with the use of equipment and materials

- Maintains appropriate safety and hygiene standards

- Maintains required documentation related to laboratory activities

- Manages equipment and materials inventories.

Job Title Name: College Laboratory Technician

CONTRACT TITLE

College Laboratory Technician

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

Open to Current QCC College Laboratory Technicians

The Center for Tutoring and Academic Support (CTAS) invites applications for the position of College Laboratory Technician.

CUNY is an equal opportunity employer and is committed to increasing the diversity of its workforce and is dedicated to recruiting and retaining professionals who share the College's
commitment to equity. It welcomes nominations of, and applications from members of protected
groups including minorities, women, veterans and individuals with disabilities, as well as others
who would bring additional perspectives to the university’s mission. Candidates with
demonstrated commitment to diversity and inclusiveness through their research, teaching and/or
service are also encouraged to apply. One of the Queensborough Community College’s greatest
strengths, and a necessary element of excellence, is the diversity of our community. We strive to
attract and nurture a talented and diverse faculty and staff that proudly reflect the unique
character of the local Queens community, the most diverse county in the United States.

Reporting to the Director, the College Laboratory Technician will be partnering with CTAS
administrators and tutors to develop and modify software solutions to allow students to continue
receiving a high quality service experience while maintaining operational efficiency within the
center as it continues to evolve its role in student retention efforts. The individual will also work
with QCC IT specialists to quickly identify technical issues and solve those in a permanent and
scalable way.

MINIMUM QUALIFICATIONS

High School Diploma with a minimum of four years’ related experience. Additional education
may be used to meet the experience requirement: an Associate degree may be substituted for two
years’ experience, and a Bachelor's degree may be substituted for four years’ experience.

OTHER QUALIFICATIONS

-Knowledge of Visual Basic.NET with experience in Microsoft Visual Studio 2015/2017 IDE
-Knowledge of ASP.NET
-Knowledge of HTML5 and JavaScript
-Experience with Windows Server administration
-Experience with Oracle 18c administration
-Familiarity with desktop and laptop hardware maintenance and general Windows administration

COMPENSATION

Commensurate with experience and qualifications.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on
job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans.
Part-time employees must meet a weekly or semester work hour criteria to be eligible for health
benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Please submit a resume and cover letter to the following Email Address:
HRRecruitment@qcc.cuny.edu
CLOSING DATE

September 17, 2021

Review of resumes to begin immediately.

JOB SEARCH CATEGORY

CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.