



Position Announcement

**Western Connecticut State University
Biology
University Assistant
Part Time – 19 hours per week**

Western Connecticut State University's Biology department is accepting applications for a part-time University Assistant to assist with the monitoring and maintenance of department lab equipment and instrumentation. This is a part-time position – 19 hours per week. Information on the Department of Biology may be found at www.wcsu.edu/biology/.

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. WestConn 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.

Responsibilities: Systematic monitoring and maintenance of department lab equipment and instrumentation; Facilitate the scheduling and meeting of contractors and be aware of the equipment and resources; Assist in the care of living resources; Assist in the training and supervision of student workers/UA's; Establish and maintain a process for inventory of materials and supplies and reporting the condition of the equipment in biology spaces; Conduct weekly visits to all teaching labs, bio-office, and common department labs to assure safety materials are available, and rooms are clean and well maintained; In consultation with the teaching faculty, assist with ordering of supplies; Maintain and update Chemical & Gases Inventory; Conduct weekly check-ins on Astronomy, Physics, and Meteorology resources, including the Westside Observatory. The incumbent will be required to complete department safety training and IACUC certifications.

Qualifications: Bachelor's degree in biology or equivalent laboratory experience; Knowledge of laboratory safety procedures.

Salary/Work Hours: \$23.00 per hour for up to 19 hours per week. This is an in-person assignment and will not work remotely. Exact work schedule to be determined at time of hire. Information on benefits may be found on the Human Resources website: <http://www.wcsu.edu/hr/benefits/>. Please note there are no paid benefits for a University Assistant 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. WCSU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.

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.



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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 to: <https://westernconnecticutstateuniversity.applytojob.com/apply/mrgykA8Oab/Biology-University-Assistant>. Review of applications begins immediately and will continue until the position has been filled.

Western is an Affirmative Action Equal Opportunity Educator/Employer