



# California State University, Fresno

College of Science and Mathematics

Earth & Environmental Sciences

Vacancy # 12036

## General Information:

California State University, Fresno is one of 23 campuses in the California State University System. The University's mission is to offer high quality educational opportunities to qualified students at the bachelor's and master's levels, and in certain applied disciplines at the doctoral level. The current enrollment is approximately 20,000 students with diverse and culturally rich backgrounds. The University serves the San Joaquin Valley while maintaining deep involvement with the state, nation, and world. California State University, Fresno promotes student learning and community engagement through faculty scholarship and service learning opportunities in collaboration with community organizations, education, industry, business and government. The university was one of the first US Colleges and Universities to be selected by The Carnegie Foundation for the Advancement of Teaching for its new Community Engagement Classification.

Metropolitan Fresno, with a multi-ethnic population of over 600,000, is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon and Sequoia National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing, lakes, and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.

## Instructional Support Tech II

**Salary:** Salary Range: \$3,698 - \$5,546 per month Anticipated hiring salary: \$3,698 to \$4,000 per month

**Organizational Description:** Under general supervision by the Chair of the Department of Earth and Environmental Sciences, the Instructional Support Technician II (IST II) is expected to provide comprehensive support services to the department disciplines, which make extensive use of materials, supplies and equipment in both undergraduate and graduate laboratories and instructional courses.

**Overview:** The primary purpose of this position is to implement a full range of assignments that support the Department of Earth and Environmental Sciences. Projects require an increased depth of knowledge of the disciplines, an understanding of laboratory techniques and methods, suitability of materials for related instructional needs and the ability to operate and perform routine maintenance of scientific equipment

**Position Summary:** The Instructional Support Technician will provide a variety of support activities: 1. Maintain and/or oversee the maintenance of various laboratory sample sets and equipment, including rock and mineral specimens, maps, petrographic microscopes, an X-ray diffractometer and X-ray fluorescence spectrometer, airscribe and air abrasive equipment, hydrology equipment, thin section making equipment, and various other field and electronic equipment items. Produce petrographic thin sections. 2. Learn the operation of all such instruments, train others in their use, and learn to conduct minor repairs. The ability to conduct extensive repairs is desirable, but not necessary. 3. Manage field and laboratory equipment, the instructional support technician will serve in role of Department Safety Officer and assumes responsibilities as such including purchase, inventory, and storage of laboratory supplies. 4. Provide field trip logistical support. For trips involving non-majors (e.g., EES 3), the instructional support technician purchases and prepares food for as many as 65 people, reserves camp sites, sets up and maintains camp, etc.; the incumbent is also responsible for procurement of vehicles and various field-related equipment for field trips generally. - Develop, manage update, and maintain department educational displays in Science II building. - Responsible for other instructional items and undertakes various duties as assigned by the Chair of the Department or Dean of the College.

**Knowledge, Skills & Abilities:** - Ability to curate mineral and rock specimens and maps. - Ability to design educational displays.

**Education and Experience:** (1) Equivalent to three years of experience providing instructional support services for a related unit or discipline, or in producing materials or supplies or repairing equipment in a discipline related to the area assigned (Earth & Environmental Sciences). OR (2) Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area (Earth & Environmental Sciences) may be substituted for one year of the required experience. OR (3) Equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area assigned (Earth & Environmental Sciences) may be substituted for two years of the required experience.

**Specialized Skills:** 1. Ability to learn the operation of departmental equipment and to learn to conduct basic maintenance and repairs.

**Preferred Skills:** 1. Bachelor's degree in Geology or related field of science. 2. Experience with arranging field trips for large groups.

**Filing Deadline:** Applications received by July 15, 2013 will be reviewed for minimum qualifications and given full consideration by the hiring manager and/or search committee. Qualified applicants received after that date will be forwarded upon request to the hiring manager and/or search committee.

**Application Procedures:** Individuals interested in being considered for this position should submit an on-line application and attach the following supporting documents: 1) resume, 2) a letter of interest which includes a narrative detailing how the candidate fulfills each of the required and preferred items listed under Qualifications, and 3) the names, email addresses and telephone numbers of three references who can provide current assessments of the candidate's qualifications for the position. An online application, a resume, and three professional references, including telephone numbers, are required. A cover letter that addresses your qualifications for the position is recommended. Full consideration will not be given to applicants who fail to complete all application requirements. Pursuant to Executive Order 883, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual's request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559)

278-2032.

**How To Apply:** To apply for this or any open position at Fresno State visit our online employment site at: <http://jobs.csufresno.edu/>

**Other Applicant Information:** Applicants will receive confirmation of receipt of their application materials via automatic email reply. In addition, qualified applicants will receive email notification at the conclusion of the recruitment process. It is the policy of the California State University to fill vacant positions represented by the California State University Employees' Union (CSUEU) with qualified applicants currently employed on the campus. Other applicants may be selected when it is necessary to meet the best interests of the campus by obtaining specialized skills and abilities not available from campus applicants. Temporary positions filled through recruitment may be extended or converted to permanent status without a second recruitment depending on the availability of funding and the circumstances that created the vacancy. A permanent or probationary on-campus applicant selected to fill a temporary vacancy at a higher classification or skill level that expires within the stated timeframe may return to his or her previous classification, not necessarily in the same position, subject to the conditions of the appropriate bargaining agreement.

**Equal Employment Opportunity:** California State University, Fresno is committed to maintaining and implementing employment policies and procedures in compliance with applicable state and federal equal employment opportunity laws and regulations. Executive Order 883 prohibits discrimination and Executive Order 927 prohibits harassment on the basis of protected status: race, color, religion, national origin, ancestry, age, sex (including gender identity, per HR 2004-12), sexual orientation, marital status, pregnancy, mental disability, physical disability, medical condition and covered veteran status. Retaliation against individuals for complaining about proscribed conduct, opposing such conduct, or participating in an investigation or proceeding involving such conduct is prohibited by both executive orders. Further, California State University, Fresno's statement of commitment to equal employment opportunity principles is also found in the various collective bargaining agreements.

The Immigration Reform and Control Act of 1986 requires the University to inform you that we can employ only U.S. citizens and aliens lawfully authorized to work in the U.S. Each new employee is required to present documentation verifying his/her identity and authorization to accept employment.