



AFSCME JOB POSTING

POSTING OPENS: 09/09/21

POSTING CLOSES: 10/06/21

CLASSIFICATION College Laboratory Assistant 1 (Professional Chemistry Tutor & Physical Science Lab Assistant)

WORK AREA Academic Support Center - Coon Rapids Campus

HOURS OF WORK Monday & Thursday (1:30 pm- 10:00 pm); Tuesday, Wednesday, Friday (8:00 am- 4:30 pm) Final schedule will be determined by class and lab schedules. Hours and/or days may change during summer and non-class days.

EMPLOYMENT CONDITION Full-time, Unlimited, Classified

SALARY RANGE \$17.76 -\$24.48 hourly/\$37,083-\$51,114 annually

THE COLLEGE COMMUNITY

Anoka-Ramsey Community College is an open-door, comprehensive higher education institution committed to excellence in teaching and learning. We are committed to responding to the educational needs of our changing communities and to providing opportunities for enhancing knowledge, skills, and values in a supportive learning environment. Our goal is to strive for inclusive excellence in our commitment to preparing all students and employees for success.

The aligned institutions of Anoka-Ramsey Community College (ARCC) and Anoka Technical College (ATC) are members of Minnesota State. With over 100 degree, certificate, and transfer programs across three campuses, ARCC and ATC have served the citizens of the Twin Cities and East Central Minnesota since 1965. We recognize and assert the value of inclusion as an ethical imperative and as a necessity for academic rigor, student success, and lifelong learning.

Our commitment to inclusive excellence seeks to extend beyond academic offerings to meet diverse student interests as well as regional and economic needs. ARCC has campuses in both Cambridge and Coon Rapids, Minnesota. Annually, the two colleges (three campuses) serve more than 16,000 learners of all ages and ethnicities as they pursue associate degrees that transfer as the first two years of a bachelor's degree, or technical and certificate programs that lead immediately to rewarding careers. The student population at ARCC is composed of 0.5% American Indian/Alaska Native, 5.9% Asian, 9.2% Black or African American, 5.6% Hispanic of any race, 0.1% Native Hawaiian/Other Pacific Islander, 65.7% White, and 4.6% multiracial and 22.5% first-generation students.

Our college prides itself in our support for students' holistic needs and we have many students who are first-generation students, students with disabilities, veteran students, nontraditional students, and students who identify as LGBTQA. We are also committed to creating a vibrant and diverse community of employees at ARCC, with 15% of our current employee population being people of color. For more information about our college, please visit our website at <http://www.anokaramsey.edu>.



POSITION PURPOSE

The mission of the Student Academic Support Center is to provide programs that meet the specific academic support needs of our diverse student population; encourage scholastic persistence; instill a heightened sense of responsibility and academic confidence and develop life-long learning skills.

The Professional Chemistry Tutor and Physical Science Lab Assistant's responsibilities include:

- To provide tutoring support for Chemistry students
- To be involved with the instructional process in Chemistry
- To provide support for laboratories in physical sciences including set-up and tear-down of lab experiments and demonstrations, maintaining equipment, ensuring that proper procedures are followed, compliance with the chemical hygiene plan (including the handling of hazardous materials/waste properly), and ensuring a safe and secure lab environment.

This position supports the efforts to educate and advocate for diverse populations and to create an environment of inclusiveness and respect for all people. This is a shared position between the Cambridge and Coon Rapids campuses, with the home campus indicated as Coon Rapids.

MINIMUM QUALIFICATIONS

- Post-secondary coursework in Chemistry sufficient to provide technical lab services for students, faculty and staff;
OR 6 months of teaching/tutoring experience in Chemistry at the high school level or above;
OR an equivalent combination of education and work experience

PREFERRED QUALIFICATIONS

- Ability to communicate and collaborate effectively with individuals in a diverse multicultural and multiracial community.
- Knowledge of laboratory and lecture principles, techniques, and preparation of equipment in Chemistry.
- Work experience in a college, university or tutoring center setting.
- Demonstrated experience working in a chemistry lab.
- Broad working knowledge of developmental education principles, group dynamics, tutorial methods, and study skills techniques.
- Bachelor's degree preferred with emphasis in Chemistry or related area of study.

APPLICATION PROCEDURE

Anoka-Ramsey Community College is an equal opportunity employer. We seek applicants with deep connections to the cultural communities to which our students belong. Applicants of color, veterans, and people with disabilities are highly encouraged to apply.

This position is posted on the State of Minnesota website at <https://mn.gov/mmb/careers/search-for-jobs/> from September 9, 2021 – October 6, 2021. The Job ID is 48689. Please complete the online application form and upload your resume and DE&I Statement by the deadline.



DE&I Statement Prompt: Diversity, Equity and Inclusion work is the responsibility of the entire college, including our faculty and staff. Describe how you would be able to support the efforts of [Equity 2030](#) and the campus work of Diversity, Equity and Inclusion for the position for which you are applying.

Within your application material, please address how you meet all minimum qualifications and any preferred qualifications for this position. Incomplete applications may not be accepted.

NOTICE: In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college/university business, whether using a rental or state vehicle, shall be required to conform to Minnesota State's vehicle use criteria and consent to a Motor Vehicle Records check.

The safety of all is of vital concern. The Clery Act Campus Crime & Security Report is available to prospective employees at ARCC at <http://www.anokaramsey.edu/about-us/safety-security/> and ATC at <http://www.anokatech.edu/AboutATC/PublicSafety.aspx>. The campus Title IX Coordinator is Michael Opoku and can be contacted at michael.opoku@anokaramsey.edu or (763) 433-1272.

It is our commitment to insure the selection process for this position is accessible to all candidates. Please contact the Anoka-Ramsey Human Resources Office, (763) 433-1160, to obtain these materials in an alternative media and/or to request a reasonable accommodation during the selection process.

Anoka-Ramsey Community College is an equal opportunity institution and employer.