



Position: Safety Lab Tech Assistant

Department: Business Math and Technology

Employment type: Part-time, 20 hours or less

Overview: This position involves supporting various functions related to safety and student support within the department. Key responsibilities include assisting with recruitment events, maintaining safety procedures, managing equipment credentialing, and supporting students during lab assignments. The role requires effective communication, critical thinking, flexibility, and the ability to work collaboratively.

Work Schedule:

Job Duties and Required Competencies:

Career and Self-Development:

- **Skills:** Display curiosity and seek learning opportunities to enhance career development.
- **Tasks:** Assist with recruitment events and initiatives to increase program participation.

Communication:

- **Skills:** Exchange information clearly and adhere to safety protocols.
- **Tasks:** Maintain a safe working environment by following PVCC policies; support the Safety Technician in creating safety training processes and documentation.

Critical Thinking:

- **Skills:** Solve problems and prioritize tasks effectively.
- **Tasks:** Work on multiple projects simultaneously; anticipate needs and prioritize actions related to safety processes and student support.

Equity and Inclusion:

- **Skills:** Adapt to diverse environments and support various students.
- **Tasks:** Support a variety of students during lab assignments for multiple courses, ensuring an inclusive learning environment.

Leadership:

- **Skills:** Demonstrate confidence and a positive attitude while engaging with students.
- **Tasks:** Participate actively in experiential learning; address student questions and support their projects.

Professionalism:

- **Skills:** Organize, prioritize, and maintain a strong work ethic.
- **Tasks:** Efficiently manage safety assessments for students; ensure the lab is accessible and well-prepared during posted hours.

Teamwork:

- **Skills:** Build positive relationships and collaborate effectively.
- **Tasks:** Support students during non-class times; collaborate with the supervisor and team members to achieve common goals.

Technology:

- **Skills:** Utilize technology to enhance efficiency and support teaching.
- **Tasks:** Assist faculty in demonstrating correct maintenance procedures for lab equipment; use appropriate technologies for task completion.

Additional Responsibilities:

- Support the development and implementation of a lab safety credentialing system, including creating documents, videos, and testing procedures to ensure proper equipment use.

Required Qualifications:

- Strong organizational skills; ability to prioritize and manage multiple tasks; effective communication and teamwork skills.

Additional Considerations:

- Experience with safety protocols in a lab environment; familiarity with advanced manufacturing processes and equipment.

By fulfilling these responsibilities, you will contribute to the advancement of the Advanced Manufacturing program by enhancing educational experiences and ensuring a safe and efficient learning environment for students.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu