San Jose State University Research Foundation

Position: Research Technician

DEPARTMENT: Moss Landing Marine Laboratories
Biological Oceanography

IMMEDIATE SUPERVISOR: Project Director

POSTING DATE: 12/3/2019

CLOSING DATE: 12/10/2019

SALARY: Range: $25.00-$35.00 per hour, Negotiable, DOQ/E Full Time

BENEFITS: Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO's and 6 HMO's; company paid dental and vision insurance for employees and eligible dependents; Life, AD&D, and LTD coverage; paid federal and state holidays; a 403 (b) retirement option with a 7% employer retirement contribution following 1 year of benefited employment, with immediate vesting; vacation accruals and a stand-alone sick leave hours accumulation; and a subsidized post-retirement medical insurance plan for eligible employees.

EXEMPT STATUS: Non Exempt (Hourly)

GENERAL NATURE OF POSITION:

Moss Landing Marine Laboratories (MLML) administers the Master of Science in marine science program for California State Universities in northern and central California, and is dedicated to the pursuit of excellence in both education and research. An outfitted marine operations department, active research diving program and state of the art equipment allow for cutting edge research in a wide variety of disciplines including: marine ecology; the biology of marine plants, invertebrates, fishes, turtles, birds and mammals; oceanography and marine geology; chemistry and biogeochemistry. MLML is known for a hands-on, field-oriented approach which places our students, faculty, researchers and staff at the frontiers of marine science worldwide where discoveries are being made.
The Marine Laboratory Technician performs duties essential to maintaining quality shipboard scientific data collection, and acts as the liaison between the ship’s captain, crew, and scientific parties to support the technical and logistical aspects of scientific research cruises. The primary project includes testing of ships’ ballast water for the purpose of managing and abating the spread of aquatic invasive species.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1) Performs duties essential to maintaining quality shipboard scientific data collection, which includes but is not limited to installing, maintaining, troubleshooting and repairing.
2) Repairs common problems with cables, electrical connections, sensor fouling and data acquisition computers.
3) Organizes data by use of excel spreadsheets, including Table and Graph construction for data reports; maintains a daily notebook to capture findings and methodology.
4) Maintains and manages set up and oversight of Laboratory, including organization, cleanliness and safety monitoring.
5) Performs other duties as needed, including ordering parts, personnel scheduling, answering phones, e-mail communication.

INTERPERSONAL CONTACTS:

1) Reports to Project Director. Advises as to the work in progress and work that needs attention.
2) Interacts with outside vendors in arrangements for repairs, constructing equipment, and the purchase of equipment, spare parts, and engineering.
3) Interacts with graduate students and other scientists to insure safe and effective use of equipment and vessels, and completion of scientific analytical needs.

SUPERVISORY RESPONSIBILITIES

None, although may be called upon for advice and direction by others.

QUALIFICATIONS:

1) Education and Experience
   • B.S. or M.S. in Science, preferably Marine Science is required.
   • Minimum of one year experience working with optical instrumentation (fluorescence, absorbance, flow cytometry).

2) Knowledge, Skills, Abilities Required
   • Practical knowledge of marine plankton.
   • Routine lab skills such as pipetting, diluting, cleaning, lab instrument maintenance and set-up.
   • Working knowledge of analytical assay calibrations; routine quantitative microscopy: experience in optical instrumentation (fluorescence, absorbance, flow cytometry).
   • Reading skills for interpretation of science journal articles and lab manuals.
   • Solid interpersonal, organizational, and scientific troubleshooting skills.
   • Must be a self-starter capable of initiating and completing projects unaccompanied and in a timely manner.
   • Strong preference given to those with programming skills.
3) **Complexity of Duties**
   - Independent quantitative reasoning.
   - Reasonably proficient writing skills.
   - Spreadsheet calculations and data storage proficiency and knowledge.

4) **Physical Requirements**
   Must be able and willing to work aboard ships; includes voyages up to 2 weeks for summer cruise season.

   **At sea:**
   a) Must be able to stand 2 – 6 hour watches. During shipboard operations only will be on call 24 hours a day for emergencies.
   b) Typically 2 weeks per year will be spent at sea.
   c) Must be capable of lifting moderate weights at sea and in port.
   d) Must not be incapacitated by seasickness.

   **In port:**
   a) Normal workdays apply, 8 to 5, forty-hour week.

**NOTE:** This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

**BENEFITS:**

The comprehensive benefit package includes:
   a) Nine Health Insurance Plans to choose from
   b) Free dental and vision for employee and family
   c) Paid Federal & State Holidays
   d) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component
   e) Vacation and separate sick plans
   f) Employee Discounts
   g) Paid Training and Conferences
   h) Increases based on merit (performance)

**APPLICATION PROCEDURE**
To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by regular mail. The formal employment application is located at


It may also be obtained from the Research Foundation through its website at


An applicant may also apply in person by visiting the Research Foundation, located at
   210 North 4th Street, 3rd Floor,
   San Jose, CA (corner of St. James and North 4th Streets)

Please address your formal application, your resume and your letter of interest directly to:
San Jose State University Research Foundation
Attn: HR/Job Code RTMLML
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation
The San José State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

The Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/index.html to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.