Position: RESEARCH TECHNICIAN

DEPARTMENT: Moss Landing Marine Laboratories (MLML) Pollution Studies

IMMEDIATE SUPERVISOR: Project Director

POSTING DATE: 5/24/2019

CLOSING DATE: 5/31/2019

SALARY: $18.00 to $22.00 per hour, DOQ/E
        Full Time
        Benefited

EXEMPT STATUS: Non-Exempt (hourly)

GENERAL NATURE OF POSITION:

The Marine Pollution Studies Laboratory at Moss Landing Marine Laboratories (MPSL-DFW) has provided environmental expertise to local, state, and federal agencies charged with assessing and monitoring the waters in California since the early 1990’s.

The Research Technician will support research staff in the Marine Pollution Studies Laboratory at Moss Landing, California. Specifically, he or she will support projects investigating Marine pollution studies.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Oversee day to day tasks in the analytical cleanlab and acid clean lab.
2. Review lab datasheets provided by other project managers for errors.
3. Oversee tissue processing projects.
4. Responsible for keeping inventory and sample storage spaces (including walk in freezers) clean and organized.
5. Other duties and tasks as assigned

INTERPERSONAL CONTACTS:

1. Reports to the Project Director.
2. Incumbent will interact daily with supervisor for progress updates and experimental planning. Will also frequently interact with the staff of Moss Landing Marine Labs & the Marine Pollution Studies Lab.
3. Periodic, regular, and/or occasional contact with employees of the Research Foundation at all levels, San Jose State University faculty and staff, and/or vendors, with the ability to discuss and appropriately respond to inquiries and requests
QUALIFICATIONS:

1. Education & Experience
   - M/S in Science OR a Minimum 4 years relevant work experience is required.
   - Must have a valid CA driver’s license.

2. Knowledge, Skills, Abilities required:
   - Familiar with fish and shellfish anatomy allowing proper dissection of samples for trace clean and organics analysis.
   - Familiar with homogenization techniques for proper sample preparation.
   - Familiar with microwave digestion methods for proper preparation of trace metal samples.
   - Familiar with water filtration methods for proper preparation of trace metal samples.
   - Ability to keep track of supply inventory (sample containers, including re-cleanable items such as Teflon bottles, scoops, etc.); cleaned as well as purchased.
   - Ability to act as liaison between clean lab staff and project managers, field staff and analysts.
   - Ability to take meticulous notes and keep accurate records.
   - Ability to organize and manage storage spaces including walk in freezers.
   - Ability to work with time constraints and under pressure.

3. Physical Requirement
   - Must be able to operate a PC including mouse and keyboard.
   - Strength, dexterity, and coordination and/or ability to use a computer keyboard and read a video display terminal on a regular basis.
   - Frequent and ongoing use of a computer terminal to conduct a variety of the more advanced clerical functions and communications.
   - Standing and sitting for long periods of time is periodically required.
   - Periodic regular lifting, walking, and carrying of files, documents and other related materials.
   - Physically able to lift 40 pounds and work extended hours during the day.
   - Frequent need to reach for items above and below desk level, sometimes with assistance of a step-stool.

4. Complexity of Duties
   - Exercise independent judgment in the management and completion of a diverse set of tasks.
   - Works on a variety of projects, utilizing many different laboratory methods.
   - Works in the field as necessary for completion of projects.
   - Process samples using clean techniques.
   - Knowledge of conventional water quality.
   - Works well given specific duties while being efficient and motivated.

SUPERVISORY RESPONSIBILITIES:
None, though is responsible to guide and direct and train seasonal and full time workers, as appropriate, to ensure sample processing efforts are in completed and in compliance with SWRCB and EPA guidelines.

5. Benefits
The comprehensive benefit package includes:
   - Nine health insurance plans to choose from
   - Free dental and vision for employee and eligible dependents
   - Paid Federal & State Holidays
   - Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer Contribution component.
   - Vacation and separate sick plans
   - Employee Discounts
g) Paid Training and Conferences

APPLICATION PROCEDURE
To apply for this position, an applicant is required to submit a formal application for employment, as well as a resume and a letter of interest. The applicant may do this via e-mail or by regular mail. The formal employment application is located at http://www.sjsu.edu/researchfoundation/open/Employment%20Application%20Form_new.pdf

The employment application may also be obtained from the Research Foundation through its web site at http://www.sjsu.edu/researchfoundation/open/index.html.

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). In-person applicants will be provided a formal employment application to fill out. Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation
Attn: HR/Job Code MLMLRT
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation:
The San Jose 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/benefits/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 501 (c) (3), 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 from 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.

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A background check (including a criminal records check) must satisfactorily be completed 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.

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