



Laboratory Instructional Support Technician Job Description

Organizational Overview

The Citizen Science Lab is a non-profit hands-on laboratory where inquisitive minds and science enthusiasts can explore the life sciences. We are open to everyone to observe and analyze through discovery-based STEM enrichment. The CSL serves the Pittsburgh region with extracurricular enrichment support via homeschool and weekend workshops, after school programs, summer camps, lab memberships, birthday parties, special initiatives to advance the interest of the underserved communities in STEM.

Position Overview:

The Technician position covers a wide range of duties, mainly focusing on supporting instructional staff needs and maintenance of instructional materials for various STEM lessons. This position will also involve working directly with youth in a youth-centric environment, and may involve teaching as necessary. Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, hand-eye coordination, flexibility, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Sensitivity to confidential matters may be required. Lab experience is a plus.

This position will require some daytime and evening work (usually ending by 7pm)

Type: Full Time

Pay: \$15.00 an hour

FLSA: Non-exempt

Essential Functions:

- Responsible for the preparation of experiments, including set up of equipment, laboratory specimens, media, solutions and supplies needed to conduct experiments.
- Supports laboratory staff by maintaining glassware, logs, and record books; troubleshooting and resolving problems and helping with special projects.
- Maintains glassware by picking-up, cleaning, washing, sterilizing, and distributing.
- Food preparation, cleaning, and handling of laboratory animals that may include snakes, spiders, lizards, microorganisms and various aquariums.
- Keeps laboratory supplies ready by inventorying stock; placing orders; verifying receipt. This includes glassware, biological materials, equipment, chemicals, laboratory cultures, and others as assigned.
- Organization and sanitization of learning spaces and equipment.
- Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.



THE CITIZEN SCIENCE LAB

- Resolves problems by examining and evaluating data and selecting corrective steps.
- Prepare for all lab sessions making sure all supplies are present and organized for lead instructors.
- Set up and break down workshops and events
- Develop, test, and repeat laboratory protocols to ensure success
- Occasionally create protocol sideshows to show to students
- Trim plants and roots of systems, feed fish tanks, check water levels on a daily basis fill as needed
- Help advertise The Citizen Science Lab when necessary
- Clean laboratory and laboratory materials
- Keep inventory of program supplies and price/submit order requests as needed
- Attend all required CSL trainings and lab meetings
- Updates job knowledge by participating in educational opportunities and reading technical publications.
- Periodic teaching, instruction, or educating of various youth-centric groups. Mainly experiential and hands-on learning in a laboratory setting.
- Perform other duties as assigned

Required Knowledge, Skills, and Abilities:

- Detail oriented, flexible, and able to multitask
- Strong writing, research, and communication skills
- Ability to work independently and as part of a team
- Positive customer service attitude
- Reliable and punctual, with excellent time management skills
- Willingness and interest in learning new tasks/skills
- Ability to foster positive youth-adult relationships
- Experience serving diverse groups of students, teachers, and community stakeholders
- Ability to obtain current PA Act 33/34 Clearances and FBI Fingerprint Background Check
- Adaptable to flexible work hours (including evenings and weekends) and flexible environment with evolving program priorities
- Valid PA driver's license and reliable access to a car is strongly preferred
- Takes the initiative to troubleshoot and problem solve
- Interpersonal/Human relations skills
- Social media skills
- Outgoing personality
- Enjoys working with the general public
- Experience in a lab setting is a plus

**Education:**

- Currently enrolled or completed study in an institute of higher learning in one or more of the following fields:
 - Biology
 - Chemistry
 - Robotics
 - Engineering (Electrical, Mechanical)
 - Biotechnology
 - Fabrication (3D printing, CAD design)
 - Drone Technology
 - Physics
 - Environmental Sustainability

Experience:

- Relevant experience in youth enrichment and/or STEM education including informal settings such as after school programs or summer camps
- Experience working in a dynamic and fast paced environment
- Experience working in a laboratory setting is preferred, but not required

Certification / Licenses:

N/A

Position Reports to:

Site Manager

Physical / Mental Characteristics

- Ability to lift 5-30 lbs, stand, carry, climb, sit for long periods using accepted ergonomic principles, work in confined space etc.
- Ability to perform fine motor skills
- Ability to use a computer for entering or retrieving data
- Excellent hand-eye coordination