



ANIMAL CARETAKER/STOCKROOM ASSISTANT

Department of Biology

POSITION SUMMARY

The Animal Caretaker/Stockroom Assistant works closely with the Biology Lab Manager and Biology faculty to assist in preparing for laboratory sessions, field trips, study sessions and examinations. The individual works daily in the Bioscience building and, in collaboration with the Biology Lab Manager and professors, will prepare teaching lab spaces, set up equipment for student use, and be responsible for cleaning up the lab after each class. The employee will be responsible for animal care during all breaks, such as winter break and holidays, as well as during the semester. They will have responsibility for animal care (rodents, fishes, insects, etc.) and equipment and other facility maintenance as directed by the Biology Lab Manager. They will assist with different tasks within the department such as assisting the Department Manager with setting up social activities, delivering packages received in the stockroom, collecting mail from the postal center and other tasks assigned by the Biology Lab Manager. The individual may be occasionally assigned to drive Occidental College vehicles on department field trips or errands. The employee assumes other professional duties assigned by faculty and staff. This position is supervised directly by the Biology Lab Manager, but tasks and projects may also be assigned by the Biology Department Chair or Department Manager.

Please Note: This is a 40 hour/week, 10 months/year position (August-May), and 20 hours/week, 2 months/year position (June and July). Participation in weekend, holiday, and/or evening activities may be required.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- The employee is responsible for working daily with the laboratory preparator to be certain the classroom and laboratory are ready for students and for cleaning up after the students leave. The employee may be responsible for camping gear and food for field trips, including checking out and returning items to department stores in good condition.
- In the case of field trips the employee will take responsibility for logistics concerning scientific supplies and equipment, camping gear and food, and organizing transportation. The employee may be occasionally assigned to drive Occidental College vehicles on department field trips.
- They must be able to follow laboratory procedure and be able to set up supplies and equipment as instructed. The employee must know where supplies and equipment are located in the department and the procedure for ordering supplies and equipment.

- Employee will assist the Biology Lab Manager in maintenance, service and upkeep of laboratory equipment.
- Employee will assist Biology Lab Manager in preparation of materials for student teaching lab sessions.
- Employee will assist with department recycling program and proper and regular disposal of biohazard waste generated by the department.
- Employee will do daily animal care of vivarium, and of aquaria and greenhouse as assigned.
- Employee may be assigned additional duties by the Biology Chair. These may include assisting the department manager with organizing in relation to departmental seminars or other special events (such as departmental picnics, etc.), local purchasing, delivering mail and running errands when necessary.

QUALIFICATIONS

BASIC REQUIREMENTS:

- An Associate's or Bachelor's degree in Biology, or related laboratory science field, and an outstanding academic record.
- Basic knowledge of general biology, extended knowledge of laboratory and/or field biology.
- Ability to work effectively with professors, students, staff, and the entire college community.
- Knowledge of computer hardware and software.
- Strong organizational skills
- Strong oral and written skills.
- Ability to take initiative – to be a self-starter, to make decisions as necessary, and work independently, as a professional.
- Basic first aid skills.
- Ability to drive Occidental College vehicles on field trips or departmental errands.
- Basic laboratory skills. Experience in preparation of materials for molecular biology, biochemistry, microbiology, and/or genetics labs is desirable.
- Knowledge of laboratory safety rules and regulations, SDS's and laboratory safety precautions, including safe handling, storage and disposal of chemicals.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to **resumes@oxy.edu**.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify

their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.