POSITION SUMMARY

The Geology Department at Occidental College requires a Geology Technician (9 month, 30 hours a week position) to provide skilled and specialized support to the academic program. Reporting to the Department Chair, the Geology Technician will have responsibility for maintaining the Department’s field, computing, and analytical equipment, and in coordination with Facilities Management, vehicles, and physical facilities. The Geology Technician will contribute to and support teaching-related field, lab, and classroom activities, train students in the use of analytical equipment and instrumentation, and participate in field trips.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Technical Responsibilities
- Coordinate and facilitate single-day and multi-day geology field trips, including preparation and packing of supplies and equipment, driving and participation on field trips.
- Prepare materials for laboratory sections, set up and remove lab materials
- Organize and maintain map, specimen, and other collections.
- Train and supervise student use of analytical equipment
- Assist with maintenance and use of field mapping hardware and software (ESRI GIS, Strabo, image analysis)
- Assist students and faculty in preparing technical illustrations (CorelDraw and Adobe software packages)
- Assist with computer issues and software applications

Administrative Responsibilities
- Maintain accurate records on all technical equipment and associated maintenance contracts.
- Monitor, inventory, and purchase scientific supplies and equipment, assign building keys.
- Serve as Departmental liaison to Facilities Management, including requesting building repairs and maintenance, and coordinating vehicle use.
- Coordinate and at times supervise students working in support of departmental technical tasks.

QUALIFICATIONS
- This position requires a Bachelors or Master’s (preferred) degree in Geology or Earth Science. A valid driver’s license, passing a driving record check and College driving test and a standard background check, are required. Completion of NOLS wilderness first aid training required in first three months of employment (fees paid). Must have demonstrated experience and proficiency in the following:
  - Conducting field work in semi-remote settings, such as those typically found in the western U.S.
  - Maintaining/using rock sample reduction, slicing, preparation, and analysis equipment and geochemical equipment to ensure their safe use by staff and students engaged in teaching and research.
  - Driving field 4WD field vehicles on paved and unpaved roads. Mastery or demonstrated ability to learn office, graphic, and technical software, including ESRI GIS programs.
  - Ability to lift/move heavy laboratory specimens, equipment and camping gear.
We seek an enthusiastic and skilled candidate who wants to contribute technical and interpersonal skills to collaboratively support the Department of Geology. The successful candidate will be willing to engage in field work in remote areas, sometimes under potentially hazardous conditions, and work unusual hours in support of multi-day field trips. Excellent interpersonal, oral, and written communication skills are essential for this position. The technician must be able to work independently and in team settings with attention to detail and safety. Sound judgement and thoughtful decision making skills are required.

APPLICATION INSTRUCTIONS

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

We will consider for employment all qualified Applicants, 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.