


VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS- 376
REV(12/13)

Description of Position	TITLE OF POSITION: Technical Staff Assistant SALARY RANGE: \$42,756 - \$47,829 320 A Department or Agency Name State Colleges Division/Section/Unit CCRI / Physics & Engineering Assignment(s) / Comments Hours and campus may vary based on departmental needs. Shift and Days: Primarily Monday - Friday, 8:00 a.m. - 4:00 p.m. Job Location: All campuses, initially Lincoln Campus	CLASSIFICATION CODE: 02725500 REFERENCE POSITION NO.: 634 APPLICATION PERIOD: 04/25/2019 - 05/04/2019 GRACE PERIOD ENDS 5/4/2019
	Restrictions/Limitations: SUBJECT TO CIVIL SERVICE EXAM Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Name of Bargaining Unit Union ESPA There <input type="checkbox"/> is <input checked="" type="checkbox"/> is not a Civil Service List for this position. See A/B or Both for Specific Instructions There <input type="checkbox"/> is <input checked="" type="checkbox"/> is not a Recall List/Preferred Reemployment List/Contractual Rehire List for this position. * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
General Information to Candidate	<u>INSTRUCTIONS:</u> B. <u>NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</u> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. <u>AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</u> <ul style="list-style-type: none"> • <u>Reasonable Accommodations:</u> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • <u>Medical Information:</u> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). D. <u>CRIMINAL CONVICTIONS:</u> Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL§ 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."	
Statement of Duties	DUTIES / RESPONSIBILITIES: See job description.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request). Education: Such as may have been gained through: See job description. Experience: Such as may have been gained through: See job description Special Requirement: See job description	
Where to Apply	<div style="background-color: yellow; padding: 5px;"> Candidates must apply on-line at https://jobs.ccri.edu within the application period as shown on this announcement. For help completing the on-line application, please visit us in person or contact our office at the telephone number below. </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div> Telephone #: 401-825-2311 TTY/TDD #: 401-825-2313 (Telecommunication Device for the Deaf) </div> <div style="text-align: right;">  </div> </div>	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: TECHNICAL STAFF ASSISTANT

Class Code: 02725500

Pay Grade: 20A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a variety of duties in an academic science laboratory, skills laboratory and/or studio to assist and support both teaching faculty and students with various projects and/or assignments; to operate and maintain related equipment; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed for accuracy and conformance to instructions.

SUPERVISION EXERCISED: Usually none, but may supervise the work of student help assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform a variety of duties in an academic science laboratory, skills laboratory and/or studio to assist in teaching faculty with the development of new experiments and special programs for the laboratory.

To perform a variety of duties in an academic science laboratory, skills laboratory and/or studio to assist students in the use of laboratory equipment, instructing students in proper laboratory techniques and resolving unanticipated problems of students with laboratory equipment.

To assist with the detection of student learning and/or adjustment problems.

To set up and take down all materials and equipment before and after scheduled laboratories; to assist with classroom demonstrations.

To operate and make necessary repairs to all equipment in the laboratory in a safe manner and according to established regulations.

To assist in the grading of non-subjective examinations.

To maintain all schedules of laboratory use; to keep and maintain inventories of equipment, purchases, use and repairs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of relevant laboratory equipment and supplies and the ability to assist faculty and students in the performance of duties in the laboratory/studio; the ability to interact well with both faculty and students; the ability to keep records and prepare necessary reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of an Associate's Degree or completion of a recognized certificate program in a relevant field; and

Experience: Such as may have been gained through: employment in a laboratory or studio as a staff assistant performing paraprofessional duties.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 14, 1980

Editorial Review: 3/15/03

POSITION:

Technical Staff Assistant (Flanagan Campus): Serves as the laboratory technician for the CCRI Physics and Engineering Department

DUTIES & RESPONSIBILITIES

1. Managing and maintaining a Physics / Geology / Astronomy / Oceanography Laboratory environment; including, equipment inventory, laboratory setup, lecture demonstrations, purchasing new equipment, and repair of damaged equipment.
2. Laboratory experiment setup and calibration in Physics, Astronomy, Geology, and Oceanography. Involves heavy equipment lifting.
3. Sets up classroom demonstrations and provides assistance as needed by faculty.
4. Assisting faculty, as needed, for lecture demonstrations, sample collection, equipment purchases, and classroom supplies, and textbook orders.
5. Maintaining computers and software related to Physics, Geology, Oceanography, Astronomy, and GIS laboratory exercises.
6. Handles purchasing requests, order forms, and department needs.
7. Proctoring examinations, labs, and non-subjective grading as needed by faculty.
8. Geology and Oceanography sample collecting. Involves hiking and collecting geological samples.
9. Assistants when needed for Public Open Nights, observatory imaging sessions, CCD imaging, and data management.
10. Using and maintaining field and laboratory instruments such as pH, salinity and dissolved oxygen meters, water testing equipment, Geiger counters, and digital microscopes.