



POSITION TITLE: Biotechnology Instructor/Laboratory Assistant

REPORTS TO: K-12 Program Director; Executive Director

JOB OBJECTIVE: Fulfill the role of Biotechnology Instructor/Laboratory Assistant, providing teaching, laboratory and general support for K-12 programs, 30-40 hours/week, January 1, 2019 – May 31, 2019; continuation possible. Main program assignment: *Biotechnology Field Trips* (BFT). Participants represent diverse groups, primarily middle and high school students.

ESSENTIAL DUTIES:

1. Assist in conducting laboratory-based activities associated with the range of BFT program offerings. Duties include utilizing effective teaching/training strategies in conducting programs suited to the interest and abilities of each program participant; employing excellent classroom management skills; developing and testing protocols; and, supervising program volunteers.
2. Assist with preparing and maintaining laboratories for the BFT program. This duty includes the physical set-up of labs, ordering of materials and reagents, preparation of stocks and reagents, quality control, breakdown, clean up and re-organization of labs.
3. Assist with general laboratory management. This duty includes monitoring and maintaining the following: general lab order and cleanliness; all laboratory equipment; inventory of lab supplies, stocks and reagents; and, refrigerator/freezer inventory. It also includes managing the storage of biohazards and chemicals, and the disposal of such waste.

ESSENTIAL QUALIFICATIONS:

1. M.S./B.S. degree or equivalent in molecular biology, cell biology or related field. Highly desired: State of Wisconsin Teaching License in Biology or related content area.
2. Teaching experience in a professional setting with diverse populations of middle and high school students, with demonstrated evidence of excellent communication skills, both verbal and written, including public presentation skills.

3. Teaching experience (lecture and laboratory) specifically related to molecular biology, to the use of the current tools of biotechnology, including production of associated protocols and other related curriculum materials.
4. Extensive lab experience, including: making quality testing solutions and laboratory reagents; preparing laboratory for various experiments; general familiarity with laboratory safety issues. Must be able to maintain a safe and clean laboratory environment.
5. Ability to work independently with minimal supervision.
6. Ability to work effectively in teams, both internal to the BTC Institute and with external organizations; high level of professional conduct.

PHYSICAL REQUIREMENTS:

1. Ability to work with computer equipment frequently.
2. Ability to wear safety equipment (lab coat, goggles, gloves, etc.)
3. Ability to work at a lab bench and with a fume hood frequently.
4. Ability to work with biohazard materials frequently.
5. Ability to lift 30 pounds.