



Full-time Temporary Position
Instruction & Classroom
Support Technician 2

Clark College is currently accepting applications for an Instruction & Classroom Technician 2 to support the Agriculture/Horticulture Department. This is a full-time temporary position scheduled to work approximately 5.5 months beginning in January 2010.

Job Duties/Responsibilities:

- Assist instructor with lecture and laboratory material; conduct lab or lecture demonstrations; confer with instructor in establishing and developing assignments and schedules for labs.
- Maintain greenhouse equipment, supplies and surrounding areas; supervise growth and maintenance of plants, trees and flowers in conjunction with class projects where possible.
- Advise instructors regarding design of student lab exercises to develop key knowledge and competencies in courses and advise on potential problems with existing programs.
- Monitor laboratories and greenhouse to ensure compliance with safety policy; assist in the development of safe laboratory procedures; prepare chemicals for disposal within approved safety protocols and provide appropriate safety training within limits of qualifications.
- Provide assistance to the Agriculture/Horticulture department and students by advising on related issues and organize instructional materials in classroom and resource center.
- Maintain compliance with campus waste management policies; complete risk assessment of greenhouse, classrooms, and other areas to ensure student safety.
- Maintain records, contracts, and paperwork including field trip permissions and travel; complete and maintain inventory of laboratory and greenhouse equipment, supplies, orders, and stocks supplies appropriately for planned instructional activities.
- Direct the work of students in internships.
- Monitor status of greenhouse and schedule maintenance with Facilities Services.
- Perform related duties as assigned.

Position Requirements and Competencies:

- **Education and experience:** Associate's Degree in Agriculture/Horticulture or equivalent education/experience
- **Work experience in the field.**
- **Certifications:** such as pesticide application, landscape design and construction, etc.
- **Interpersonal Communication and Problem Solving Skills:** effectively builds and maintains strong relationships with a variety of diverse people and uses intelligence, common sense, and tenacity to solve difficult or complicated challenges.
- **Coordination and Organization Skills:** effectively organizes, prioritizes, delegates, and manages workflow to meet project deadlines and ensure smooth operations of the department.
- **Critical Analysis Skills:** exhibits ability to identify issues and offer alternative solutions; interprets regulations and policies.

Continued on reverse

Job Readiness Factors/Working Conditions:

- Valid certification in CPR and First Aid.
- Ability and willingness to work a flexible schedule.
- Ability to lift up to 80 lbs., bend and stoop.
- Possession of a valid driver's license.
- Ability to read, write, and speak English.
- Ability and willingness to effectively manage multiple tasks with competing priorities.
- Willingness to work in varied weather conditions and at sites off campus (field trips).
- **As a condition of employment, this position requires a background check be conducted on applicants prior to hiring.**

Salary: \$2,920/month

Application Process:

Please submit the required materials by 5 p.m., November 23, 2009:

Clark College Human Resources
Baird Administration Building
1933 Fort Vancouver Way
Vancouver, WA 98663
Phone: (360) 992-2105
TTY for hearing impaired: (360) 992-2317; FAX: (360) 992-2873
Website: www.clark.edu/jobs

Required Materials:

- Cover letter addressing:
 - Position Requirements and Competencies
 - Job Readiness Factors/Working Conditions
- Resume

The College will consider its diversity needs when recruiting for all positions.

Clark College is an equal opportunity employer. Protected group members are strongly encouraged to apply. Clark College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, disabled veteran status, marital status or Vietnam-era veteran status in its programs and activities. Upon request, accommodations are available to persons with disabilities for the application process. Questions regarding the College's Affirmative Action Policy may be directed to the Associate Director of Human Resources, Baird Administrative Building, (360) 992-2619.

The security of all the members of the campus community is of vital concern to Clark College. Information regarding crime prevention advice, the authority of the Security/Safety Department, policies concerning reporting of any crimes which may occur on the campus, and crime statistics for the most recent 4-year period may be requested from the Clark College Security/Safety Department, (360) 992-2133.

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