



**Wherever your story's starting
point, here –
at Cal Poly Humboldt –
your future is found.**

**Cal Poly
Humboldt.**

Botanical Preparator

Department of Biological Sciences

Job # 531977

First Review Date: Thursday, October 12, 2023

Open Until Filled

At Cal Poly Humboldt, bold hearts and open minds shape the future.

Founded in 1913, Cal Poly Humboldt began as a small college for teachers. Today Humboldt has grown into a comprehensive university with rigorous science and liberal arts programs. Designated a polytechnic in 2022, Cal Poly Humboldt provides hands-on, impactful educational opportunities that lead to meaningful, measurable outcomes for the individual, for the state, and the world.

Cal Poly Humboldt is proud to have nearly 6,000 students of all backgrounds spread across 61 majors, 13 graduate programs, and 4 credential programs — all of whom contribute passion and creativity within their fields and set the stage for a future grounded in equity and sustainability. Hands-on learning, inspired teaching, ground-breaking research, and thought-provoking creative activity happen daily at Humboldt.

Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state.

Finding a better future is a task for the bold and open, the down-to-earth and visionary. Cal Poly Humboldt strives to cultivate these qualities in leaders, innovators, and scholars in every field.

(Job # 531977) Instructional Support Technician I, Botanical Preparator, Salary Range: \$3,815 - \$6,620 monthly. Hiring Range: \$3,815 - \$4,006 monthly. Appointments are typically made at the beginning of the salary range. Salary is commensurate with qualifications and experience. This is a full-time, benefited, non-exempt, 12-month pay plan, permanent position with a one-year probationary period in the Department of Biological Sciences.

Position Summary: Provides instructional support, collection, preparation, and maintenance of materials for botany courses, including live plant, algal and fungal specimens.

Key Responsibilities:

35% Establish and maintain living algal and fungal collections for BOT 105, BOT 356, BOT 358, and BOT 359. Maintain an inventory of all living cultures.

15% Participate in the setup of lab exercises in BOT 105 that involve species provided or collected by the Botanical Preparator (e.g., splitting of cultures for multiple lab rooms and periods, labeling of vials and pipettes, sorting and conditioning of collected algae or fungi, etc.).

10% Prepare solutions and equipment (instruments and glassware) for BOT 310 labs: break-down lab and clean lab benches after class.

10% Collect fresh materials in the field for teaching BOT 105, as needed: macroalgae and fungi.

5% Communicate with instructors of the above courses to establish the material and amounts needed each semester.

5% Maintain the algal culture repository room.

5% Maintain an inventory of all equipment and supplies pertinent to the duties associated with the position; oversee the repair and replacement of this equipment; prepare budget requests and orders supplies for culture activities.

5% Providing direction for student assistants hired to clean labware or assist with other basic activities.

5% Maintain a saltwater tank on campus for keeping macroalgal material used in teaching.

5% Other duties as assigned.

Knowledge, Skills, and Abilities Associated with this Position Include:

Knowledge of principles of providing support services including: the knowledge and ability to communicate information and ideas.

Ability to:

- concentrate on a task and bring it to completion.
- provide necessary materials in a timely way.
- establish constructive and cooperative working relationships with others.
- communicate effectively with diverse populations.
- establish and maintain working relationships with a diverse group with staff, students, and faculty from diverse backgrounds.
- Demonstrated sensitivity to cross-cultural perspectives and experiences.

Knowledge of the common principles, methods, and techniques in laboratory preparation and support, including:

- The ability to culture algal and fungal species, including the use of sterile culture techniques, serial transfers, and maintenance of stock cultures.
- the ability to identify and collect algal and fungal species from natural habitats.
- and the ability to prepare solutions and for courses in botany and plant physiology.
- knowledge of scientific materials, supplies, and equipment and their uses.

Ability to:

- evaluate the materials and supplies used in botany, plant physiology or related fields.
- learn to adjust and make minor repairs on scientific equipment.
- operate scientific or highly technical equipment and to interpret results; plan activities and prepare schedules.
- use methods, techniques and skills related to botany or similar fields in preparing specialized materials.

Minimum Qualifications:

Equivalent to two years of experience providing instructional support services for a unit or discipline, acting as a student assistant, or in producing materials or supplies related to the discipline.

or

Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area to which assigned may be substituted for one year of the required experience.

or

Equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a related discipline may be substituted for the experience.

Preferred Qualifications:

The ability to maintain a saltwater tank keeping macroalgal material; experience with maintaining inventories of living material.

Application Procedure: To apply, qualified candidates must electronically submit the following materials by clicking the **Apply Now** button:

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references

Application Deadline: The first review date for submitted application materials is 11:55 p.m. on October 12, 2023.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or Cal Poly Humboldt's Human Resources Office at (707) 826-3626.

Cal Poly Humboldt sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Working in the state of California is a condition of employment for this position. Even if part or all of an employee's assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus work assignment, as assigned, and come to campus when needed.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to hr@campus.edu.

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. This position may be considered a "Campus Security Authority", pursuant to the Clery Act, and is required to comply with the requirements set forth in CSU Executive Order 1107 a condition of employment.

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)



Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Cal Poly Humboldt is a Title IX/Affirmative Action/Equal Opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: 1615

Publication Date: September 27, 2023

