The School of Geography and Earth Sciences is looking to recruit an Educational Support Technician for an 18 month limited term contract. Reporting to the Director of the School, the Educational Support Technician will be responsible for supporting faculty in their ongoing instructional activities by organizing and maintaining teaching laboratories and field equipment.

**Job Description**

**Representative Duties & Responsibilities:**
Sets up and maintains teaching equipment used for in-class demonstrations  
Maintains and organizes the teaching laboratories including field and lab equipment  
Prepares experiments under the supervision of field course instructors  
Organizes transportation for field excursions, including booking and maintaining the school van  
Ensures that appropriate health and safety guidelines are followed during field and laboratory teaching activities  
Instructs during field courses under the supervision of the designated course instructor  
Maintains inventory of all materials including chemical, specimens and instruments  
Purchases equipment and materials for laboratories  
Gathers and compiles information required for maintaining lab procedures and purchasing new materials  
Analyzes safety issues and initiates the proper measures to remedy the situation  
Trains teaching assistants and students on various pieces of laboratory equipment  
Calibrates laboratory and field equipment  
Uses hand tools to assemble and maintain laboratory equipment  
Develops protocols for maintenance procedures  
Performs annual service of weather station sensors

**The successful candidate will present the following skills and experience:**
Excellent customer service skills  
Strong communication skills (written and verbal)  
The ability to deal with enquiries effectively and with diplomacy
Exceptional organizational skills
The ability to deal with and prioritize heavy workload and competing deadlines
Proven judgement, problem solving and decision making skills to ensure a speedy resolution to the many diverse situations that arise
The knowledge and ability to measure chemicals, calibrate, maintain and complete minor repairs for teaching equipment
Must be able to use a variety of equipment that can range from simple filtering devices to sophisticated geophysical equipment (e.g. Millipore filtration system, GEM 300 EM survey instrument, desktop and floor model centrifuges, muffle furnaces, drying ovens and may operate the rock crushing system)

Qualifications:
4 year Bachelor’s degree in Geoscience or related field
3 years of relevant experience
Requires First Responder training

How to Apply:
To apply for this job, please submit your application online

Employment Equity Statement:
McMaster University is strongly committed to employment equity within its community and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates including women, persons with disabilities, First Nations, Metis and Inuit persons, members of racialized communities and LGBTQ-identified persons. If you require any form of accommodation throughout the recruitment and selection procedure, please contact the Human Resources Service Centre at 905-525-9140, ext. 222-HR (22247)