

# Employment Opportunity with the State of Minnesota

Date Posted: 10/12/2009 Closing Date: 10/23/2009  
Job Classification: COLLEGE LABORATORY ASST 1  
Class Option: Biological Sciences  
Hiring Agency: MN St Colleges & Universities  
Division/Bureau: Lake Superior College (LSC)  
Location: Duluth  
Salary Range: \$ 14.28 - \$ 19.70 hourly, \$ 29,817 - \$ 41,134 annually  
Who May Apply: Open to all qualified job seekers.  
Posting Number: 09MNSC000436

Work Shift: Day Shift Travel Required: no  
Days of Work: Monday-Friday , 9:30 am-6:00 pm -Varied Employment Condition: Seasonal, Full-time  
Classified Status: Classified

Job Duties: To provide instructional support for science courses and related subjects by engaging in one-on-one tutoring and facilitating study groups and/or workshops.

Tutor students who request assistance in science courses, assist the Learning Center Director in providing direction to student employees who may need assistance with science tutoring, maintain an inventory of materials and equipment for science tutoring, so these materials remain accessible to students, collaborate with the Biology Department faculty, as well as the director, to assure student needs are met and to perform other related tasks as assigned, provide direct services to students using computerized tutorial programs, perform other duties such as participate on the Learning Center Advisory Committee, attend Division Meetings, etc.

Minimum Qualifications: Post-secondary coursework in Biological Sciences sufficient to provide technical lab services for students, faculty, and staff

OR

6 months of teaching/tutoring experience in Biological Sciences at the high school level or above

OR

An equivalent combination of education and work experience

**Preferred Qualifications:** Knowledge of biology/chemistry courses and teaching techniques. A Bachelor's degree (or near completion) in science or education is preferred.  
Ability to assess students' learning needs and propose appropriate remedies.  
Ability to work with instructors teaching courses.  
Ability to relate to students with diverse social, ethnic, and educational backgrounds.  
Ability to tutor all levels of biology and chemistry.  
Ability to learn various software applications and assist students using science tutorials.

**Selection Process:** The selection process is a resume-based, skill-matching process. Your resume will be entered into a database. The software program matches your skills with the skills needed to perform the duties of the position. If your skills match the required skills for this position, the department may contact you.

**How to Apply:** If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another.

You are strongly encouraged to submit your resume through the online Resume Builder at <<https://statejobs.doer.state.mn.us/ResumeBuilder>>. You may copy and paste in your existing resume or let the software create a resume for you. You may edit your resume later should your contact information or experience change. The Resume Builder also collects your work preference information so we can match you with future job openings that meet your interests.

**Current State Employees:** Please note that employment provisions (including but not limited to seniority and leave accrual) vary among the three branches of Minnesota State government. When considering a job with another branch of state government, you are highly encouraged to explore these differences. For assistance, please direct questions to both your current and anticipated Human Resources offices.

If you wish to apply with a paper copy, submit your resume AND a completed State of Minnesota Employment Application form to: Minnesota Management & Budget (MMB), 200 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. Be sure to indicate the posting number of this job on your application. The paper application is available on the State Employment Web and MMB web sites, at any state agency HR office, or by calling 651-259-3637.

**NOTICE:** In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

Contact for more info: Loretta Kopetzky at [www.l.kopetzky@lsc.edu](mailto:www.l.kopetzky@lsc.edu).

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).

