JOB OPENING

General Laboratory Technician

As stipulated in the Ponce Health Sciences University (PHSU) Non-Faculty Manual, a full-time job opening is available for a General Laboratory Technician to support all academic programs that use the laboratory facilities.

Responsibilities

- Prepares laboratories, equipment, and materials for classes, practical exercises, and other activities of the academic programs that use the laboratory facilities.
- Assists faculty during laboratory sessions as needed.
- Cleans and resets laboratories after each session, including the handling of contaminated material.
- Maintains laboratory equipment clean and in working order.
- Prepares solutions and materials needed for laboratory activities.
- Manages the inventory of supplies, materials, and reagents, and keeps laboratory records up to date.
- Coordinates the laboratory schedule with faculty and program coordinators.
- Ensures compliance with laboratory regulations, OSHA standards, and PHSU safety protocols, including the handling and disposal of hazardous and biomedical waste.
- Other duties as assigned by the supervisor and the faculty leading the laboratory activities.

Requirements

- Bachelor's Degree in Science or a related field is preferred from a fully accredited institution.
- Knowledge of laboratory safety practices and OSHA regulations.
- Computer literacy and proficiency in applications such as Microsoft Office Word, Excel, and PowerPoint.
- Fully bilingual (Spanish and English).
- Highly organized, with excellent communication and interpersonal skills, and team-oriented.
- Laboratory experience is highly desired.

Interested candidates must submit a letter of interest, curriculum vitae and contact information of two (2) references to Dr. Elizabeth Rivera Mateo (erivera@psm.edu).