



El Camino College

Laboratory Technician I (Fine Arts)



ABOUT THE ROLE

Under the direction of an assigned Dean or supervisor, perform specialized and technical duties to assist in the operation and maintenance of an instructional laboratory; prepare, receive, stock and issue laboratory materials, equipment and supplies.

The Laboratory Technician I operates and maintains an instructional laboratory in a designated subject area. The Laboratory Technician II provides more advanced-level technical resources to faculty members, designing experiments and demonstrations, repairing and fabricating technical and complex equipment and researching sources of materials and supplies.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

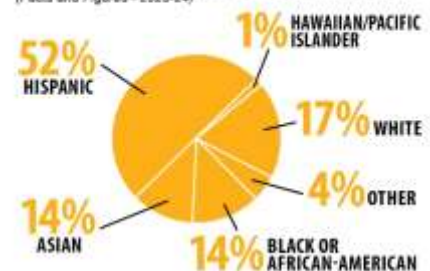
As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



LABORATORY TECHNICIAN I

Division: Fine Arts

Posting Closing Date: 7/17/2025

Req: C2425-033

Location: El Camino College

Position Type: Classified

(IN-HOUSE OPPORTUNITY OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)

REPRESENTATIVE DUTIES

Assist in the operation and maintenance of an instructional laboratory in a specialized subject area; perform specialized and technical duties to assure efficient lab operations.

Prepare and issue material and equipment for student use; maintain records or materials and equipment used by students.

Prepare instructional materials and equipment for teachers' demonstration and student use as requested; participate with instructor meetings to design and develop experiments and demonstrations.

Maintain laboratory environment in a safe, clean and orderly condition.

Order, receive and store supplies, materials and equipment; maintain inventories, assuring that adequate quantities are available for instructional use.

Adjust, maintain and perform minor repair to equipment; report major repair needs or arrange for repairs according to established procedures.

Prepare and maintain various records and reports related to laboratory operations and activities as required.

Assist in the coordination of the use of lab facilities, assuring the availability of appropriate supplies and equipment.

Train and provide work direction to student workers as assigned.

Operate a variety of equipment related to the specialized area of assignment.

Perform related duties as assigned.

JOB QUALIFICATIONS

Education and Experience:

Any combination equivalent to: two years of college including specified course work in area of specialization and one year practical experience in area of specialization.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

Principles, practices, procedures and equipment of assigned subject area.

Safety regulations involving area of specialty.

Principles and practices of providing work direction and training.

Record-Keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Technical aspects of field of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.
Safe and proper use and storage of hazardous or toxic materials.

Abilities/Skills:

Perform specialized and technical duties to assure efficient lab operations.
Provide information and assistance to students and staff.
Assure the care and security of assigned equipment, materials and supplies.
Set up, service, adjust and make minor repairs to lab equipment and instruments.
Issue and receive equipment and supplies.
Plan and organize work.
Understand and follow oral and written directions.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Maintain records and prepare reports.
Train and provide work direction to others.

DESIRED QUALIFICATIONS

Experience working with instructional laboratories for Film, Photography, Digital Arts, digital print lab and other arts programs.
Experience with instructional laboratories, ensuring proper functioning of specialized equipment including cameras, lighting systems, editing workstations, digital design software, and technology production tools.
The role requires technical expertise to support academic programs and maintain equipment readiness for student and faculty use.

WORKING CONDITIONS

Outdoors, classroom and laboratory settings.
Exposed to cool temperatures.
Exposed to various chemicals.
Standing for prolonged periods of time.
Moving from different classrooms.
Bending and reaching for various items.

CLOSING DATE: THURSDAY, JULY 17, 2025 AT 3:00 P.M.

SALARY: Starting salary is \$5,504 per month. Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$6,465 monthly).

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month classified position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://www.maxient.com)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Résumé including educational background, professional experience, and related personal development and accomplishments.
3. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include your name and the name of the institution). Multiple page transcripts must be loaded as **ONE PDF** document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Martha E. Lopez

310-660-3593, Ext. 5809

melopez@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.