

**Wabanung Campus**  
770 N. Main St  
L'Anse, MI 49946  
Phone: (906) 524-8400  
Fax: (906) 524-8420



**Arts & Agriculture Center**  
15211 Pelkie Rd  
Pelkie, MI 49958  
Phone: (906) 524-8903  
Fax: (906) 524-8420

**KBOCC Mission Statement:** *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

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## **Science Lab Assistant**

### **1 Part-time, non-exempt position**

*All REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICATION WILL NOT BE CONSIDERED FOR EMPLOYMENT*

- ☐ Complete Keweenaw Bay Ojibwa Community College Application
- ☐ Copy of High School Diploma, GED, or High School Certification of Completion
- ☐ Copy of College transcripts
- ☐ Resume and Cover letter
- ☐ 3 current letters of recommendation
- ☐ Must have a valid, unrestricted Michigan Drivers' License
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD21

KBOCC Human Resource Office  
770 N. Main St, L'Anse, MI 49946  
Phone: 906-524-8402  
OR email [hr@kbocc.edu](mailto:hr@kbocc.edu) with all documentation

Official KBOCC applications on our website:  
<http://www.kbocc.edu/employment/>

Keweenaw Bay Ojibwa Community College does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, Individuals of Indian Ancestry and Veterans will be given preference by law.

**Wabanung Campus**  
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Fax: (906) 524-8106



**Arts & Agriculture Center**  
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***KBOCC Mission Statement:*** Formed out of our American Indian identity, the mission of the Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition, and beliefs that supports lifelong learning.

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## **JOB DESCRIPTION**

**POSITION:** Science Lab Assistant (Part-time, non-exempt)

**DEPARTMENT:** Academic Affairs

**SUPERVISORY CONTROL:** Health Sciences Department Chair

**SALARY:** Grade 10

**LOCATION:** KBOCC Wabanung Campus  
770 N. Main St, L'Anse, MI 49946

### **SUMMARY:**

The Science Lab Assistant is responsible for the daily operation and oversight of the Chemistry and Biology laboratories at the Wabanung Campus. This position ensures compliance with all safety protocols and regulatory requirements, maintains laboratory equipment and inventory, and provides support to faculty and students during laboratory classes. The Lab Coordinator/Assistant will also assist the Health Sciences Department Chair and program faculty with laboratory preparation, class monitoring, and departmental needs to support student learning and academic success.

### **MINIMUM QUALIFICATIONS:**

- Associate's degree in a science-related field (Biology, Chemistry, Health Sciences, or closely related discipline) required; bachelor's degree preferred.
- Prior experience in laboratory management, lab instruction support, or related work preferred.
- Knowledge of laboratory safety standards, including chemical handling, OSHA, and MSDS requirements.
- Strong organizational skills with the ability to maintain accurate inventory and records.
- Effective communication and teamwork skills to work with faculty, staff, and students.
- Must be able to lift 40 lbs. and perform routine lab setup and cleanup duties.
- Must maintain good attendance and the ability to work independently and collaboratively.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain and monitor the Biology and Chemistry laboratories to ensure a safe and effective learning environment.

- Oversee the preparation, organization, and storage of chemicals, supplies, and laboratory equipment.
- Monitor classes held in the labs, assisting faculty and ensuring compliance with all safety procedures.
- Maintain accurate laboratory inventory records; order and restock supplies as needed.
- Perform routine maintenance, calibration, and safety checks on laboratory equipment.
- Serve as a safety officer for the laboratories, ensuring compliance with local, state, and federal standards.
- Provide orientation and guidance to students and faculty regarding proper use of laboratory equipment and safe handling of chemicals and biological materials.
- Assist faculty with lab preparation, demonstrations, and cleanup.
- Coordinate with the Health Sciences Department Chair on departmental needs and program requirements.
- Report safety concerns, hazards, or equipment issues promptly.
- Other duties as assigned.

### **PRE-EMPLOYMENT TEST:**

Employment is contingent upon the satisfactory result of a Security Background Check, DHS Clearance, pre-employment drug testing and pre-employment physical.

Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

- |                                |                                       |
|--------------------------------|---------------------------------------|
| • Crimes of violence           | • Crimes against persons              |
| • Sexual assault               | • Offenses committed against children |
| • Exploitation                 | • Child abuse or neglect              |
| • Contact with or prostitution | • Molestation                         |

### **INDIAN PREFERENCE:**

Preference will be given to qualified individuals of Native American descent.

### **VETERAN PREFERENCE:**

Preference will be given to qualified veterans (DD214 required).

**Internal Posting:** 10/6/2025 – 10/13/2025 by 4:00p.m.

**External Posting:** 10/14/2025 -10/14/2025 by 4:00p.m.

### **APPLICATION PROCEDURE:**

Submit all documents list on the cover page of the job description to:

Keweenaw Bay Ojibwa Community College

Attn: Human Resources

770 N. Main St.

L'Anse, MI 49946

Phone: 906-524-8402 | Fax: 906-524-8420

Or email to: [hr@kbocc.com](mailto:hr@kbocc.com)