



# UNIVERSITY *of the* SOUTHERN CARIBBEAN

Royal Road, Maracas, St. Joseph

## CAREER OPPORTUNITY

*Applications are invited from suitably qualified individuals for the following position:*

### **LABORATORY TECHNICIAN** **(BIOLOGY & CHEMISTRY)**

#### **JOB SUMMARY**

The **Laboratory Technician** assists the Senior Laboratory Technician with the daily activities in the laboratories, ordering of equipment and supplies, inventory, supervising lab assistants, and maintains compliance with health, safety and security regulations. The position holder works closely with academic staff for the success of the students in their laboratory experience. Participates in team activities in the department, and contributes to maintaining the strategic pillars of the University. The position requires compliance with established policies and procedures of the Department and a high level of confidentiality. We are seeking three full-time positions, and one short-term position for a period of six months. The position holders report to the Chair of the Department of Biology.

#### **DUTIES & RESPONSIBILITIES**

- Must be able to instruct, support, and assess students in laboratory-based biology and chemistry course material.
- Assists in maintaining laboratory equipment and apparatus in good working condition through testing, troubleshooting breakdowns, maintaining supplies, performing preventive maintenance and calling for repairs.
- Assists with stocking and resourcing laboratories, and maintains an inventory of laboratory apparatus, equipment, chemicals and other supplies.
- Assists with budget preparation by supplying a list of needed apparatus, equipment, chemicals and supplies, and costs to supervisor; and assists with minor purchases for laboratory sessions.

- Prepares a list of equipment, apparatus, supplies, tools or any other items destroyed, damaged or broken by students and submit to the Senior Laboratory Technician to charge student account.
- Ensures chemicals, drugs and other materials are appropriately stored, safe removal of waste, and laboratories are restored to original condition after use.
- Ensures health, safety and security regulations are observed and followed by all users of the laboratories.
- Liaises /arranges with faculty to discuss lab schedule, equipment and supplies, requirements, and work plans.
- Supports the work of faculty during laboratory sessions and gives technical advice as needed.
- Prepares and updates laboratory documents including lab manuals and reports, and prepares specimens, equipment and chemicals and runs trials of experiments prior to lab sessions.
- Contributes and assists with research.
- Manages student attendance to and participation in laboratory sessions, sets and corrects laboratory exams and enters lab grades on appropriate software.
- Organizes field trips for courses.
- Participates in department team activities.
- Attends and participates in meetings called by the Department, School and University.
- Contributes to maintenance of the university's strategic pillars.
- Performs other assigned duties commensurate with the position.

## **QUALIFICATION AND EXPERIENCE**

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- Bachelor's degree in Biology or related field from an accredited institution.
- At least two (2) years of experience in a similar position.
- Competency in MS applications including Word, Excel and Outlook.
- Experience using computers for a variety of tasks.
- Experience in providing demonstrations and writing technical reports.
- Experience working in a team.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Must be able to work with minimal supervision.
- Must be proficient in chemical handling and solution preparation, including accurate dilution and concentration techniques.
- Must have strong foundational knowledge across major biology disciplines (e.g., cell biology, genetics, physiology, microbiology, anatomy)
- Must have a solid understanding and applied proficiency in key biological and chemical concepts and laboratory practices.
- Must have industry-specific knowledge of laboratory procedures.
- Dexterity and good eye-hand coordination are required to collect and prepare specimens and use microscopes and needles.
- Must have the ability to calibrate, operate, troubleshoot and maintain technical equipment.
- Must be able to use critical-thinking skills to recognize problems and develop solutions or alternative approaches.

- Must have the ability to communicate effectively with internal and external customers.
- Must be able to multi-task, and be flexible in order to work with and provide support to a number of people.
- Ability to meet expected deadlines and schedules.

## **OTHER REQUIREMENTS**

- Critical thinking
- Highly organized
- Excellent oral and written communication skills
- Excellent customer service skills
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanor required
- Commitment to the high moral, spiritual and ethical values of the University

*Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:*

**THE HUMAN RESOURCE DEPARTMENT  
UNIVERSITY of the SOUTHERN CARIBBEAN  
P. O. BOX 175  
PORT OF SPAIN  
TRINIDAD & TOBAGO**

Or email us at: [hr-recruitment@usc.edu.tt](mailto:hr-recruitment@usc.edu.tt)

*Applications should be received no later than January 15, 2026.*

*The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.*