Laboratory Assistant

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Laboratory Assistant

Chemistry Unit, Laboratory Services Division

Temporary full-time from February 2019 to June 30, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0113

Please read the [Application Instructions](https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/laboratory-assistant-0) before applying

Adhering to specific work unit protocols and SOP’s, the successful candidate will play a broad supporting role for chromatographic based analysis as well as other chemistry related testing approaches within the Chemistry Unit by: preparing samples for a variety of food and environmental samples (cleaning, chopping, grinding, weighing) and/or sub-sampling; performing a variety of routine extraction and analytical clean up procedures and tests; setting up instrument sequences and performing sample analysis under the guidance of laboratory technicians; and, entering analytical results into the Laboratory Information Management System (LIMS). Additional duties include: preparing reagents and analytical standards; calibrating pipettes, thermometers, etc. and maintaining appropriate records for accreditation requirements; discarding samples, solvents and reagents in compliance to health & safety standards and protocols; and general laboratory cleanliness.

Requirements of the position include: One year of Community College in a Laboratory Technician program in the Chemistry field, combined with relevant laboratory experience, or an equivalent combination of education and experience. Working experience with a variety of sample preparative techniques, extractions (liquid/liquid, solid phase, reflux and acid digestions) and rapid tests. Additional requirements include: strong attention to detail; proven ability to work efficiently and effectively in light of new information, changing situations and different environments; able to work to tight deadlines, with minimal supervision; demonstrated organizational, interpersonal and oral/written communication skills; awareness of occupational health & safety and WHMIS in a laboratory environment; self-motivated and able to work collaboratively within a team environment; demonstrated appreciation and dedication to customer service and client confidentiality. Experience working in a GLP accredited laboratory is an asset.

Covering Position Number 486-065
Classification USW, Local 4120 Salary Band 3
Normal Hiring Range $20.81 - $23.23 per hour

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 02 26
Closing Date: 2019 03 05

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[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply