



**Scientific Assistant
(Secondary Campus)**

Contact Us

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Join Our Team! >>>>



Scientific Assistant (Secondary Campus) - IMMEDIATE START!
Permanent Part-Time, Term Time (Monday to Friday, 8:30am to 2:30pm)

As the Scientific Assistant you will support science teachers in the preparation of their classroom activities.

Responsibilities include but are not necessarily limited to:

- Operate routine office equipment such as computers, photocopiers to print and collate science resources for science teachers.
- Perform general clerical duties such as filing, maintaining records including equipment manuals, instruction sheets, science resource suppliers, ordering records, supplier delivery records, etc.
- Personal presentation is to align with the College Dress Code and relevant safety Personal Protective Equipment and procedures.
- Follow the approved process for receiving experiment/activity booking requests from science teachers and have these resources prepared on time – communicate any concerns to the relevant science teacher if resources are unavailable.
- Prepare, deliver to science classrooms, retrieve, clean and store all science-related resources as needed by science teachers and the Science Coordinator.
- Note damaged or missing equipment and inform relevant teacher for follow up.
- Maintain an organised and tidy work environment including the science preparation room and chemical/equipment storage rooms.
- Maintain organised, clean and tidy presentations of all science laboratories including displays, posters, etc.
- Remove clutter from laboratories.
- Ensure science resources are securely and safely stored.
- Communicate any concerns about broken or damaged equipment, including safety equipment, to the Science Coordinator.
- Reduce laboratory risk by following appropriate and relevant WH&S guidelines including MSDS information.
- After discussion with the Science Coordinator, order science equipment and resources including e.g. chemicals, biological specimens.
- Conduct the annual stocktake of all science equipment, chemicals and science-related resources in an appropriate format (spreadsheet) and report to the Science Coordinator with resource ordering recommendations.
- If requested by the Science Coordinator, assist teachers while on science excursions or incursions.
- Contribute to reviews about developing ongoing efficient and effective preparation and storage of science resources.
- Liaise with visiting professionals or classroom guests as directed by science teachers.

- Engage in professional development opportunities as directed by the Science Coordinator.
- Maintain confidentiality with regards to all College-related matters.
- Maintain a professional and positive demeanour with staff and students.
- Undertake any other reasonable requests from the Science Coordinator related to your role as a Scientific Assistant.

A current 'Working with Children' Blue Card, or eligibility for one, is essential prior to commencing employment.

Please visit [Mackay Christian College | Employment Opportunities](#) and complete a Non-Teaching Staff Application, then email this form together with your CV to: mcc@mccmky.qld.edu.au.

Please include Scientific Assistant as your email subject line.