



**MT ST MICHAEL'S COLLEGE**

UNDER THE STEWARDSHIP OF MARY AIKENHEAD MINISTRIES

# LABORATORY ASSISTANT

## SELECTION CRITERIA

Applicants for the position are required to address the following criteria in writing:

### QUALIFICATIONS AND EXPERIENCE:

- Tertiary Qualifications at Certificate Level (Science Discipline essential) and relevant experience and /or education and training.
- Experience in a school environment and/or a desire to work in school environment.
- Previous experience in a similar Laboratory Assistant role would be advantageous.

### KNOWLEDGE AND SKILLS:

- Working knowledge or the ability to rapidly acquire knowledge of laboratory and experiment procedures, WH&S safe handling, risk and chemical management.
- Knowledge and the ability to liaise with staff and give assistance in the selection and preparation of a science program within a school environment, preparation of class resources and assisting students with the use of equipment.
- Working knowledge or the ability to assist in design/demonstration of experiments and apparatus and ability to assist with field work and excursions.
- Sound administrative and computing skills, including Microsoft Suite (Word, Publisher and Excel).

### PERSONAL QUALITIES:

- A range of technical and laboratory skills which can be applied to the role.
- Strong communication / interpersonal skills.
- Ability to work as a member of team, as well as independently.
- Ability to establish cooperative working relationships with all staff at the College.



## **MANDATORY REQUIREMENT**

Applicants should possess or be eligible to possess a current Blue Card from the Commission for Children and Young People and Child Guardian.

## **APPLICATION PROCESS**

Applicants should address each of the selection criteria in writing, and should provide the name and contact details of three, preferably professional, referees.

Applications forward two copies of their application and Curriculum Vitae to:

**Human Resources Officer  
Mt St Michael's College  
PO Box 208  
ASHGROVE QLD 4060**

Or email to: **[hrm@msm.qld.edu.au](mailto:hrm@msm.qld.edu.au)**

The successful candidate will be chosen through a process of interviews of shortlisted applicants. For further information, please contact Ms Willie Coleman on (07) 3858 4949 or email **[hrm@msm.qld.edu.au](mailto:hrm@msm.qld.edu.au)**.

**Applications close 4.00pm Thursday 14 February 2019.**