

Laboratory Assistant

Location: Canary Wharf, London E14 5GX

Reports to: Academic Director/STEM Lecturer

Type: Seasonal Employment (30 Hours per week, August to November)

Department: Academic Affairs

Salary: £7,000 (August to November)

Contact: dianna.lampitt@vertoeducation.org to apply

Verto is on a mission to provide the best possible start to college. We start by making travel and experiential education a core part of every student's Freshman year. Our students begin college overseas in one of 5 Verto locations, before seamlessly transferring to one of over 70 partner universities in the United States. While completing 1 or 2 semesters with Verto, students become more mature, empathetic global citizens who have a greater sense of purpose and direction for their lives.

At Verto, we're creating a different model. We're driving the costs down and acceptance rates up. We connect students to the world and give them a chance to discover who they are before making them choose a major. We're out to build a transformational company that makes higher education more accessible and impactful. We are backed by [First Round Capital and other top VCs](#).

At Verto Education we value voices of all backgrounds and experiences. We know that creating a diverse environment takes dedication and intentional hiring practices. We are cognizant of the gap between our current state and our commitments. In order to bridge that gap, we have to humbly evaluate where we are today.

DEPARTMENT OVERVIEW

Academic Success and Advising is part of Verto's Academic Affairs Department, located with Verto Headquarters. The Academic Affairs HQ department works with the University of New Haven as its Academic Provider, which directs all teaching and learning, academic operations, and academic success initiatives across the organization. Academic Success and Advising is the student-facing unit of Academic Affairs, and is the team that works to support students in navigating their transition to and through college. Academic Success and Advising is committed to supporting current and future organizational objectives through the design, implementation, and execution of strategic, innovative, and research-based practices to elevate academic success for all participants.

THE ROLE

Are you familiar with laboratory procedures and protocols? Are you adept at handling laboratory glassware and equipment with precision and care? Do you have experience in maintenance and ordering of laboratory stock? If so, we have an exciting opportunity for you.

This role as a Laboratory Technician will aim to support the delivery of multiple chemistry and biology courses working in tandem with the course instructors. Main duties and responsibilities of the role will be to prepare in advance each laboratory session's materials, provide for each class what is required in terms of equipment and consumables, and then maintain equipment and the lab itself via washing up of glassware, equipment, and ensuring proper waste management. This position will also be involved in the delivery of the laboratory sessions and the technician will be asked to ensure students are performing experiments safely and as a second pair of hands alongside the course instructor if any questions arise. Your commitment to excellence will help us meet our goals and ensure the smooth delivery of our General Biology and Chemistry courses.

POSITION SUMMARY

- Washing up of laboratory glassware and equipment (e.g. large vessels, beakers, metal stirrers).
- Preparation and organization of materials needed for each lab including transfer of glassware and equipment to workstations and proper storage of glassware and equipment at appropriate areas.
- Reception of material shipments for storage and use within the laboratory.
- Support of routine maintenance activities involving equipment or general cleanliness
- Ad hoc student laboratory support.

MINIMUM REQUIREMENTS & QUALIFICATIONS

- Bachelor's (preferably an MSc or equivalent) degree in a Chemistry or Life Sciences discipline.
- 3-5 years of industrial or research/academic laboratory experience.
- Accountable, honest, hardworking, and able to work efficiently.
- Flexible and adaptable to meet laboratory requirements.
- Meticulous attention to detail and an ability to follow written instructions.
- Good written and verbal communication skills.
- Well organized and capable of working on multiple activities concurrently.
- Computer literate in standard MS office applications.
- Scientific understanding of basic lab equipment.
- English fluency (written and spoken).
- Must have the legal right to work in the United Kingdom.
- Pass a DBS check