

Assistant, Senior Lab

FLSA Status: Non-Exempt

Pay Grade: 9

Job Title ID: 233501

Job Series/Job Family: Academic Program Support Series / Academic Technical Lab Family

Reports To

Department Chair, Supervisor, or designee

Job Purpose

To provide lab and/or technical classroom support services to faculty and staff.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Organizes, plans, and prioritizes laboratory activities for designated area.
2. May assist students in use of lab equipment and facilities.
3. Performs clerical duties including operating a computer, maintaining records and files, and compiling data and reports as required.
4. Maintains an inventory of supplies and materials.
5. Ensures safe laboratory conditions including safe and secure handling and storage of supplies and equipment. May recommend, implement, and maintain safety standards and departmental policies and procedures to comply with federal, state, and local hazardous materials, health and safety, hazardous waste regulations, and other applicable regulations.
6. Initiates purchase requisitions, controls expenditures, prepares cost estimates for budget recommendation; submits justifications and requests for capital outlay items; may prepare specifications and analyze bids for purchases.
7. Operates, installs, maintains, and trouble-shoots equipment; sets up, configures, and calibrates new equipment. Performs routine maintenance and repair.
8. Collects data, records, and other information and submits reports as required.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Knowledge of specialized discipline depending on the area of assignment.
- Hazardous material/waste handling and disposal.
- Laboratory safety practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Understanding and following instructions precisely.

- Handling lab materials precisely and accurately.
- Effectively working with a diverse and multicultural student body.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- May be subject to fumes, odors, dust, mists, or gases.
- May be subject to standing, walking, sitting, bending, reaching, kneeling, climbing, pushing, and pulling.
- Occasional to routine lifting of objects up to 50 pounds.
- Subject to hazards such as proximity to moving mechanical parts, moving vehicles, electrical current and exposure to high heat or chemicals.
- Work is routinely performed in a science or technical laboratory setting and may include some outside work.

Work Experience

Required

- Two years work experience in related field.

Education

Required

- Associate's degree in related field, or equivalent combination of education, training, and experience.

Licenses/Certifications

Required

- Depending on area of assignment, a valid Texas Drivers License may be required

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.