

Assistant, Lab

FLSA Status: Non-Exempt

Pay Grade: 6

Job Title ID: 233502

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

Reports To

Department Chair, Supervisor, or designee

Job Purpose

To maintain a clean, safe, and orderly lab and/or technical classroom environment and assist faculty and students.

Description of Duties and Tasks

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

Required

1. Performs clerical duties including operating a computer, maintaining records and files, and compiling data and reports as required.
2. Maintains an inventory of supplies and materials.
3. Initiates purchase requisitions, and monitors expenditures; may prepare cost estimates for budget recommendation, and/or submit justifications and request for capital outlay items.
4. Operates, installs, and maintains equipment.
5. May set up, configure and/or calibrate new equipment; may perform routine maintenance and repair.
6. May assist students, or monitor and assist students, faculty, and staff in the use of equipment or facilities.

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

- Office administration and bookkeeping principles and practices.
- Knowledge of specialized discipline depending on the area of assignment.
- Safety principles and practices as it applies to area of assignment.

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

- Effectively using organizational and planning skills.
- Effectively working with a diverse and multicultural student body.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Understanding and following instructions precisely.
- Handling lab materials precisely and accurately.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.

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 and/or classroom setting and may include some outside work.

Work Experience

Required

- One year work experience in related field.

Education

Required

- High school diploma and twelve college level credit hours in related field or equivalent combination of education, training, and experience

Licenses/Certifications

Required

- Depending on area of assignment, certifications 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.