POSITION DESCRIPTION

TITLE: Lab Assistant III  CATEGORY: Classified
FLSA STATUS: Non-exempt  GRADE: E

JOB SUMMARY: Provide tutorial, training, and instructional support to students in an open lab.

ESSENTIAL FUNCTIONS:

1. Assist students with course and laboratory assignments; provide lab work based on identified problem areas. Facilitate customized learning sessions for individuals or groups on specific subjects, procedures, or use of equipment and materials. Review work assignments and suggest resource material to study.  

   YEARLY PERCENT OF TIME 25%

2. Assist in the preparation of instructional materials to include lab equipment and supplies necessary to conduct laboratory activities; ensure laboratory equipment is functioning and well maintained. Perform routine repairs; develop and implement computer tutorials; facilitate computer testing, collect exams, and record grades.

   YEARLY PERCENT OF TIME 25%

3. Monitor lab activities to ensure a safe learning environment. Provide orientation to faculty, staff, and students in the use of the laboratory, equipment, and supplies; develop and maintain an inventory system for instructional materials, equipment, and supplies.

   YEARLY PERCENT OF TIME 20%

4. Distribute and retrieve classroom resources in a self-paced learning environment; maintain usage records and monitor material returned.

   YEARLY PERCENT OF TIME 15%

5. Provide work direction to assigned part-time or work study staff.

   YEARLY PERCENT OF TIME 10%

6. Perform other duties as assigned.

   YEARLY PERCENT OF TIME 5%

REPORTING RELATIONSHIP: Instructional Dean or Manager/Director

SUPERVISORY RESPONSIBILITIES: Provide work direction to part-time and work study staff assigned to laboratory.

BUDGET RESPONSIBILITIES: None
ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's or equivalent.

EXPERIENCE: Three (3) years related experience.

CERTIFICATIONS/LICENSURES: None

SPECIAL SKILLS AND ABILITIES:

Skills/Abilities: Strong interpersonal and writing skills, Ability to operate and maintain assigned equipment and ability to work in a diverse environment and be sensitive to issues of diversity and inclusion.

Equipment Used: Equipment customary to assigned lab setting.

Software Used: A variety of word-processing, spreadsheet, database, e-mail and Internet software.

PHYSICAL REQUIREMENTS:

Duties require little to moderate physical effort in working with light (up to 30lbs), easy to handle materials. Duties performed may cause light fatigue of eyes, fingers, or other faculties due to long periods of standing, sitting, or repetitive motion.

INTERPERSONAL SKILLS:

This position requires the ability to communicate with coworkers, supervisors, and other members of the organization to request and transmit information. Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

Job is performed in laboratory setting with many and frequent distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements and biohazard/chemical material.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X

Employee Signature

Date