



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
LABORATORY ASSISTANT I	CLASSIFIED	GRADE: G MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

JOB DESCRIPTION:

Under general supervision, assist in the preparation of instructional materials for laboratory demonstration or use; assist students with problems and demonstrate techniques in the use of specialized equipment; and perform related work as required.

SCOPE:

The Laboratory Assistant I is fully knowledgeable in the instructional area assigned; maintains laboratory and equipment; may direct the work of student assistants.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Assists students with assignments and demonstrates techniques in the use of specialized equipment; proofs students' work for accuracy and completeness.
2. Performs laboratory demonstrations and exercises according to established teaching procedures.
3. Sets up laboratory for teaching demonstrations and exercises; distributes and arranges equipment, models, and subject matter.
4. Advises students regarding course objectives and requirements; instructs students on appropriate materials and equipment.
5. Administers and scores tests.
6. Maintains laboratory usage and student attendance records; updates computerized informational spreadsheets.
7. Secures laboratory and equipment; ensures availability of laboratory materials for students.
8. Maintains laboratory equipment as required; makes minor repairs and may purchase equipment as approved.
9. Performs administrative and clerical duties as required.
10. Trains and directs the work of student assistants.
11. Assists department members in overseeing assigned lab(s).

EMPLOYMENT STANDARDS

ABILITY TO:

Present classroom materials; instruct others and perform experiments and demonstrations in the area to which assigned; use and demonstrate the specialized instruments and equipment in the area assigned; maintain accurate records; perform clerical and administrative work with accuracy and speed; understand and follow oral and written communications; train and direct the work of student assistants; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Fundamentals, terminology, techniques, equipment and materials in area assigned; materials, tools and equipment to be used in the laboratory setting; skills in establishing and maintaining effective public relations; computer software applications.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Community college coursework or demonstrated knowledge related to the subject area assigned.

Experience:

Previous experience as a student assistant preferred.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking while performing classroom demonstrations and experiments. Must be able to work safely in an environment containing hazardous chemicals.