



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
LABORATORY ASSISTANT II	CLASSIFIED	GRADE: I 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 assignments and demonstrate techniques in the use of specialized equipment; may supervise the work of student assistants; and perform related work as required.

**SCOPE:**

The Laboratory Assistant II has a broad depth of knowledge in the instructional area assigned; responsibilities are discharged with a moderate degree of independence, initiative and interaction with students.

**DISTINGUISHING CHARACTERISTICS:**

The Lab Assistant II is distinguished from the Lab Assistant I by the moderate degree of independence expected from the incumbent. This classification functions as an assistant to an instructor or lab coordinator and may modify lessons and demonstrations as well as assisting with the technical operation of an area.

**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; provides individual tutoring to students and modifies lessons as required.
2. Assists instructors in the design and construction of new demonstrations and exercises, teaching procedures, and curriculum; may modify lessons and demonstrations when necessary.
3. Assists instructor with researching and writing documents.
4. Sets up laboratory for teaching demonstrations and exercises; distributes and arranges equipment, models, and subject matter; assists with installation of computer hardware and software; assists with troubleshooting and software problems.
5. Advises students regarding course objectives and requirements; instructs students on appropriate materials and equipment.
6. May attend departmental and administrative meetings to coordinate laboratory services.
7. Assists in coordinating laboratory schedules; helps resolve scheduling conflicts with instructors.
8. Maintains and repairs laboratory equipment as required; makes approved equipment purchases and prepares invoices for payment.
9. Ensures security of laboratory and equipment; ensures availability of laboratory materials for students.
10. May handle or work with hazardous materials.
11. Performs administrative and clerical duties as required.
12. Trains and directs the work of student assistants.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Present classroom materials; instruct others and perform experiments and demonstrations in the area 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; handle and work with hazardous materials properly and safely; 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; familiarity with a variety of software programs used in the assigned lab; 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 with major coursework or demonstrated broad knowledge related to the subject area assigned.

#### *Experience:*

One year experience in tutoring or other work in a related educational setting 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.