



Position Title:	Associate Instructor	Job Code:	3802
Reports To:	Department Chair	Job Group:	PENC
Department:	Science	Salary Grade:	12
Prepared By/Date:	Randall Kaufman/04-29-2010	FLSA Status:	Exempt
Approved By/Date:	Jennifer C. Brito/04-29-2010		
Revised:	Jennifer C. Brito/04-29-2010		

Summary:

This position prepares all laboratory exercises for student use. Laboratory exercises include, for example, the use of chemicals, solutions, stains, live and dead specimens, mechanical and electrical apparatuses, instruments, models, and written materials.

Essential Duties and Responsibilities:

- Prepares all laboratory exercises for student use
- Supervise part-time lab staff
- Responsible for purchasing of hazardous and other waste materials and supplies within budgetary limits
- Maintains an inventory of supplies through proper and safe storage, repair, and replacement and requests facilities (laboratory classrooms and preparation areas) that are orderly, clean, and safe.
- Assists Lab Coordinators in scheduling labs
- Facilitates the evaluation of students by faculty
- Evaluates and updates curriculum resources and lab forms/materials
- Serve the departmental and campus committees as needed
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of Microsoft Office Suite and basic research methodology.
- Knowledge and understanding of training and education principles.
- Strong customer service and public relation skills.
- Skill in project management and the ability to meet deadlines.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.
- Ability to lift 50lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects,

tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Biology or Chemistry or related field and three (3) year of work experience in an academic setting.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name