



**Position Title:** Part-Time Photo Lab Assistant

**Job Code:** 8300

**Reports To:** Lab Manager

**Grade:** C1

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Photo Lab Assistant is responsible for the operations of the lab functionalities.

**Duties & Responsibilities:**

- Maintains labs station, equipment clean and classroom ready for the Black & White and Color Photo Labs
- Monitors all chemistry and mix as needed for Developer, Stop Bath, Fixer and Perma Wash.
- Enforces all MDC policies and reports any malfunctions, discrepancies or other problems related to use of equipment in the labs to staff and supervisor
- Ensures that students use equipment according to prescribed guidelines
- Assists students during lab hours
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- High School
- Skill in mixing photo chemistry
- Working knowledge of the photo lab duties and responsibilities.
- Ability to interact with staff, students and faculty
- Possess good communication skills

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name