



Position Title:	Part-Time Laboratory Assistant		
Reports To:	Department Chair/Associate Instructor/Lab Supervisor		
Department:	Biology	Job Code:	8378
Prepared By/Date:	Jennifer Brito/08-16-2010	Job Group:	Class-R
Approved By/Date:	College-wide	Salary Grade:	W4
Revised:	Donna French/03-21-2012	FLSA Status:	Non-Exempt

Summary:

The Part-Time Biology Lab Assistant will assist in the preparation of materials and laboratory settings in the Biology lab. After the training, this person should be able to perform sterile and sterilizing procedures, to prepare culture media, to inoculate bacterial cultures, properly remove bio hazardous materials from students' labs, to prepare student labs for microbiological procedures, to use the microscope in order to evaluate the results of inoculation and contamination occurrence.

Essential Duties and Responsibilities:

- Assists with the conditions to prepare culture media
- Assists with the conditions to work with live materials
- Assists with the conditions to properly store and dispense bio hazardous waste
- Assists with the conditions to use organic stains for the microbial slides preparation
- Assists with the conditions to work with the microbial cultures, including pathogenic microbes
- Maintains the Biology, BSC 1005, BSC 2085 and 2086 laboratory settings
- Maintains and stores anatomical models and preparations
- Takes care of animals
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to follow sterilizing procedures
- Ability to use equipment properly
- Possess excellent communication skills (Verbal and Written)
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

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.

The employee must occasionally lift and/or move up to 10 pounds.

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.

- One (1) year of college from a regionally accredited institution and one (1) year of related experience or any combination of education and experience
- Successful completion of CHM 1045 and CHM 1046 courses and BSC 2010, BSC2010L, BSC 2085, BSC2086, MBC 2010 or their equivalents
- Three (3) months extensive training at the facilities having equipment, autoclaves, centrifuges, incubators, flow hoods, fume hoods, culture dispensers and microscopes

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name