



**Position Title:** Part-Time Lab Assistant, Biology, Health & Wellness  
**Reports To:** Associate Instructor/Lab Supervisor  
**Department:** Biology, Health & Wellness  
**Prepared By/Date:** Jennifer Brito/08-16-2010  
**Approved By/Date:** College-wide  
**Revised:** Donna French/03-21-2012

**Job Code:** 8378  
**Job Group:** Class-R  
**Salary Grade:** W4  
**FLSA Status:** Non-Exempt

**Summary:**

The Part-Time Lab Assistant is responsible for the maintenance of the instructional greenhouse, plants and palms.

**Essential Duties and Responsibilities:**

- Maintains species signage
- Maintains educational and plant material for instruction
- Assists in plant husbandry
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Ability to follow department procedures
- 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 40 pounds. A requirement to lift heavy equipment in excess of 40 pounds requires the use of a back brace and additional personnel as needed.

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 and one (1) year of experience in plant care and maintenance or any combination of education and experience

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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