



Position Title: Part-Time Laboratory Assistant

Job Code: 8378

Reports To: Laboratory Manager

Grade: W4

FLSA: Non-Exempt

Job Description:

The Part-Time Lab Assistant will provide support to the Chemistry Lab.

Duties & Responsibilities:

- Maintains inventory of all Chemistry lab equipment
- Sets up labs and collects the materials after labs are done
- Maintains equipment in working order
- Tutors chemistry students
- Supports part time Instructors by providing them with all the necessary materials when conducting lab classes
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- One (1) year of college from a regionally accredited institution and one (1) year of related experience or any combination of education and experience
- College credits should include some sciences
- Ability to interact with staff, students and faculty
- Possess excellent communication skills (Verbal and Written)

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name