



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 is responsible for the maintenance of the hardware, software, and overall condition of equipment and furniture in the radio station.

Duties & Responsibilities:

- Maintains labs/radio station and equipment clean and classroom ready
- Maintains a schedule of agreed upon lab hours
- Logs in students
- Enforces all lab policies and report any malfunctions, discrepancies or other problems related to the use of equipment in the labs to the full-time Commercial Music Department/SEDТ professors, staff and administrators
- Ensures that students use equipment according to prescribed guidelines and properly store/replace/turn off equipment when sessions are completed
- Assists students during labs or recording/production sessions when assistance is requested
- 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
- 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