



Position Title: Part-Time Instructional Assistant II - Biology
Reports To: Associate Instructor/Lab Supervisor
Department: Biology
Prepared By/Date: Jennifer Brito/06-15-2010
Approved By/Date: College-wide
Revised: Donna French/03-21-2012

Job Code: 8379
Job Group: Class-R
Salary Grade: W6
FLSA Status: Non-Exempt

Summary:

The Part-Time Instructional Assistant II 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, to properly remove bio-hazardous materials from students' labs, to prepare student labs for microbiological procedures, to use the microscope, to keep and maintain anatomical model and preparation

Essential Duties and Responsibilities:

- Assists with the conditions to prepare culture media, live materials, and other lab preparations
- Assists with the conditions to properly store and dispense bio hazardous waste
- Assists with the conditions to work with the microbial cultures
- Maintains the Biology laboratory settings and practical exam set-ups
- Maintains and stores anatomical models and preparations
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to follow department procedures
- Possess excellent organizational skills
- Ability to properly use and store equipment
- 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.

- Two years of college (60 credits) from a regionally accredited institution and two (2) years of related experience with equipment such as: autoclaves, centrifuges, incubators, flow hoods, fume hoods, culture dispensers, microscopes and spectrophotometer

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name