## JOB SUMMARY

The Professional Laboratory Assistant works under the direct supervision of faculty members and performs routine standardized laboratory work requiring close attention to detailed procedures in the preparation and basic maintenance and operation of laboratory equipment, inventory and requisition of supplies, assisting faculty in supervision of students assigned to laboratories, and other related duties and is employed on an individual academic term basis.

## MAJOR DUTIES

- Assist faculty members with classroom instruction, exams, record keeping, adherence to safety procedures, tracking attendance and other miscellaneous tasks related to instruction
- Tutor or mentor students
- Perform laboratory research
- Clean labs as needed
- Obtain materials needed for classes, including texts and other materials.

## COMPETENCIES

- Ability to research technical issues
- Ability to learn new software and hardware applications
- Ability to manage time
- Quality management skills
- Customer service skills
- Oral and written communication skills

## MINIMUM QUALIFICATIONS

Successful completion of the course(s) which are appropriate to the assignment as an assistant

## PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.