

TITLE: Sciences Laboratory Aid

DEPARTMENT: Biology

CLASSIFICATION: Temporary/Part-time, non-exempt (up to 19 hours per week)

GENERAL STATEMENT OF RESPONSIBILITIES: The Biology Laboratory Aid works with the Sciences Lab Manager and/or instructor to prep, set up, and breakdown lab exercises. A background and/or interest in biology, chemistry and/or laboratory sciences is helpful.

PRINCIPAL DUTIES: (essential functions)

- Maintain laboratory cleanliness, health and safety standards
- Clean glassware, equipment, and facilities as needed
- Prepare inquiry specimens, demonstration materials, microbial media, and stock solutions as directed by the Sciences Lab Manager and/or instructor
- Organize and maintain inventory of laboratory equipment, curriculum materials, and chemical specimen stocks
- Demonstrate use of laboratory apparatus and equipment as needed
- Other duties as assigned by the Sciences Lab Manager and/or instructor

SKILLS REQUIRED: Excellent communication, high attention to detail, the ability to work with others, ability to take direction, basic math calculations and conversions, ability to develop priorities and function in a self-direct manner.

PHYSICAL REQUIREMENTS: Ability to perform the following physical requirements of the position with or without a reasonable accommodation: Critical sensory requirements include general vision, corrected to 20/20, hear or listen in the normal range (corrected) and speak and give directions clearly. Lift up to 50 lbs.

QUALIFICATIONS: High school degree or GED, general biology would be helpful but not necessary.

REQUIRED LICENSURE/CERTIFICATIONS: None

ORGANIZATIONAL RELATIONSHIPS: Reports to the Science Laboratory Manager.