

COLLEGE LABORATORY ASSISTANT 1

KIND OF WORK

Para-professional laboratory work.

NATURE AND PURPOSE

Under limited supervision, performs technical work within a college laboratory; monitors and assists students in carrying out laboratory experiments and assignments; oversees daily activities of the laboratory; performs related work as required. Positions in this class are optionalized according to the specific academic program for which the lab exists. This class is differentiated from College Laboratory Assistant 2 in that it has limited input in the classroom instruction process and is primarily responsible for maintaining equipment and materials needed by students in a lab situation and assisting students in its use, rather than developing and presenting learning experiences.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Ensures sufficient quantities of supplies and equipment are available within the lab so that experiments and demonstrations can be properly conducted by regularly inventorying supplies and equipment on hand and informing the supervisor of needed items to be ordered.

Prepares the physical layout of the lab so that supplies and equipment are ready for student laboratory work. This is done by discussing with instructors the requirements for each lab set-up, preparing or overseeing the preparation of needed solutions or biological specimens, setting out special equipment, cleaning up after labs are completed.

Assigns student workers to quarterly work schedules, determines work assignments and evaluates their effectiveness to ensure that all routine maintenance needs of the laboratory are met.

Monitors student progress as requested by faculty by proctoring and scoring placement and progress tests, observing students' work.

Tutors students so that they will receive assistance and answers to questions by providing examples to clarify the task, drilling the students on concepts or rules, suggesting alternative methods or techniques to problem solving.

Demonstrates the use of equipment and materials in the lab to students and staff so that they are used properly by conducting equipment and procedure orientations, and demonstrating proper laboratory techniques and safe handling of materials.

Performs repair and maintenance of lab equipment to ensure that it is fully operational and safe to use by regularly conducting tests of the working condition of the equipment, makes minor repairs, and orders major repair service from vendors.

Oversees the security of the lab so that equipment and materials are used properly and kept safe by verifying the presence of equipment, keeping records of equipment used in the lab, monitoring consumption of supplies by students, protecting equipment and supplies from use by unauthorized persons, implementing procedures which provide for the security of the lab and students' work.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The particular subject matter presented within the college lab sufficient to respond to conceptual questions raised by students.

Laboratory equipment sufficient to instruct others in its proper use and to perform routine maintenance.

Lab practices, techniques and safety standards sufficient to determine the physical layout of a lab and to prepare various lab materials and experiments.

Ability to:

Communicate orally with students and instructors through discussions.

Plan, assign, and evaluate the work of student assistants in the performance of routine lab work.

Develop and maintain lab records and reports.

Est.: 5/8/68
Rev.: 5/74, 5/78, 3/92

T.C.:
Former Title(s):