

COLLEGE LABORATORY ASSISTANT 2

KIND OF WORK

Para-professional laboratory work.

NATURE AND PURPOSE

Under limited supervision, performs technical work within a college laboratory; assists and tutors 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 1 in that it has a greater range of work independence, more direct input to instructors in the introduction of new or revised lab instructional materials, and a greater involvement in an instructional role with students.

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

Advises and assists students in the conduct of various lab assignments so that all aspects of a particular experiment are fulfilled and the intended learning experiences are introduced to the students.

Meets with instructors to offer suggestions to improve existing lab experiments or to introduce new experiments to overcome difficulties with labs and to enhance overall lab course effectiveness.

Tutors students to overcome difficulties in the understanding of the purpose of an experiment or the conduct of a lab procedure and/or write up of a lab report by providing individualized assistance as necessary.

Conducts group demonstrations and short lectures by showing students the proper use of lab equipment and/or the correct steps to be followed in a lab exercise so that equipment abuse is avoided and the intended lab results are achieved by the students.

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.

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.

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.

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 short lectures, demonstrations or discussions.

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

Develop and maintain lab records and reports.

Analyze instructional lab practices and experiments and develop and recommend changes or new approaches to instructors.

Observe the progress of the student and prepare written and verbal evaluations to the student's instructor.

Est.: 8/84
Rev.: 3/92

T.C.:
Former Title(s):