

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION**

LABORATORY ASSISTANT

FLSA STATUS: NON-EXEMPT – PAY GRADE: 8 – C

GENERAL STATEMENT OF JOB

The Laboratory Assistant coordinates and supervises operation of assigned laboratories. Responsibilities include preparation of labs for classes, inventory and requisition of supplies, supervision of lab helpers, and other related duties.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Ensure that assigned labs are prepared according to provided schedules.

Provide for neat and orderly maintenance of assigned labs, storerooms and prep rooms

Meet with lab instructors to review assignments, activities, and concerns.

Provide for proper care, storage, maintenance and repair of equipment, including stored equipment.

Schedule regular maintenance for equipment; fill out and follow through on maintenance requests.

Provide lab safety/hazardous material handling instruction; ensure appropriate local and state safety standards are met, including proper storage/disposal. Maintain records and prepares reports.

Conduct periodic lab safety/sanitation checks, with summary reports to supervisor.

Develop and revise as needed, a generic policy and procedures manual for laboratories.

Train, schedule, supervise and evaluate assigned student assistants.

Follow-up on requisitions for lab supplies and equipment.

Place orders against blanket purchase orders at the direction of department chairperson or designated instructors.

Maintain accurate, current inventory of supplies/equipment.

Maintain current source library of catalogs for equipment and supplies.

Assist in retail sales including money handling, cash register operation and close out.

Analyze sales data and produces reports.

Perform other appropriate lab related duties as necessary.

SUPERVISION RECEIVED

Supervision is received from the department chairperson.

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SUPERVISION EXERCISED

Supervision is exercised over assigned student assistants.

MINIMUM QUALIFICATIONS

Requires an associate's degree from an accredited institution in a related field and knowledge of keyboarding skills and computer data entry.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

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Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).