

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

LABORATORY ASSISTANT

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

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Laboratory Assistant coordinates and ensures the efficient and safe operation of all laboratory environments and supports both educational and research activities. This position prepares and maintains labs for classes, inventory and requisition of equipment and supplies ensures compliance with safety standards, supervises lab helpers, and performs other related administrative duties.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES *(Depending upon assignment)*

Ensures that assigned labs are prepared and maintained according to schedules, and secures the lab, performs inventory checks, inspects training equipment, and organizes necessary supplies and equipment.

Prepares materials for classes, sorts and monitors perishable items, and organizes and maintains necessary stocks for classes.

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

Provides proper care, storage, maintenance, repair and tracking of equipment, including stored equipment; follows through on maintenance requests, and ensures an accurate inventory of supplies and equipment. Maintains current source library of catalogs for equipment and supplies.

Provides lab safety and/or hazardous materials handling instructions; conducts lab safety/sanitation checks; properly handles and disposes of hazardous materials; and ensures adherence to local, state, and the Occupational Safety and Health Administration (OSHA) safety standards.

Assists faculty and students during lab sessions, distributes lab materials under the direction of the faculty member, assists/provides information and guidance on proper equipment usage, and/or guides them through experiments. Offers faculty and student guidance on the use/interpretation/revisions of lab policy/ [procedure/maintenance manuals, and ensures labs are ready for student use. *(Varies based upon discipline supported.)*

Assists with administrative tasks such as record filing and printing classroom materials.

Oversees the training, scheduling, supervision and evaluation of assigned student assistants.

Follows-up on requisitions for lab supplies and equipment. Manages purchase within budget and works with vendors to obtain service contracts and necessary supplies.

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Assists in retail sales including money handling, cash register operation and close out. Analyzes sales data and produces reports.

Creates a student-centric culture on campus/center that is positive and supportive.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned student assistants.

MINIMUM QUALIFICATIONS

Associate's degree from a regionally accredited institution **OR** high school diploma or equivalent and two (2) years of related experience.

PREFERRED QUALIFICATIONS

Associate's degree from a regionally accredited institution.

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.

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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.

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).

Revised: 8/28/25