



<b>JOB TITLE:</b>	<b>P/T Lab Assistant</b>
<b>DEPARTMENT:</b>	School of Natural & Applied Sciences
<b>SUPERVISOR:</b>	Lab Manager
<b>FLSA STATUS:</b>	Non-Exempt

**MAJOR PURPOSE:**

Lab Assistant is a variety of general responsibilities overseeing maintenance of the science lab, interacting with students, as well as setup and support for academic lab work.

The pay range for this position is generally: \$20-\$22/hr. Individual pay is determined by a number of factors including job-related skills, experience, relevant education or training, internal equity and location.

This position is 100% in person, on campus.

**ESSENTIAL DUTIES:**

- Assist the Lab Manager in the preparation and set up of labs for the various scientific disciplines including chemistry, biology, microbiology and physiology and anatomy. This would include preparing solutions, weighing and dispensing dry chemicals and set up of glassware, handheld instruments and small equipment used to conduct the labs.
- Assist in the cleanup of the labs after their completion including the cleaning of the used glassware, wiping down the equipment, cleaning the counters and collecting the used chemical and reagent bottles.
- Assisting in the storage and organization of the lab supplies including returning used equipment to the shelving, chemicals to their storage area and glassware and general supplies to their designated storage area.
- May require assisting the Lab Manager in the care and calibration of laboratory equipment including microscopes, pH meters, spectrometers, safety equipment, and other analytical equipment. As well as lab safety training for all lab students and educating students on all scientific equipment utilization.
- May require the safe handling of chemical and biological waste produced by the lab to a safe storage area within the lab. All chemical and biological waste will be processed and prepared for disposal by the Lab Technician.
- Must adhere to all prudent safety guidelines established by the university, city, county, state and federal authorities.
- Assist the Lab Manager with the procurement, receiving, handling and storage of new equipment and supplies for the lab.
- Would be responsible for the secure keeping and handling of keys provided by the university with access to laboratory and storage areas used by the department.

## **QUALIFICATIONS:**

### **EDUCATION/CERTIFICATIONS:**

- Valid California driver's license
- Two years of college credits or more
- Previous successful experience in a science laboratory or stockroom, or equivalent training.

### **REQUIRED KNOWLEDGE/EXPERIENCE:**

- Basic understanding of scientific disciplines including chemistry, biology, microbiology and physiology and anatomy. This includes a working knowledge of basic chemistry.
- Knowledge of preparing solutions, weighing and dispensing dry chemicals and set up of glassware, handheld instruments and small equipment used in regular lab work.
- Must have a good knowledge of laboratory safety and practice lab safety techniques in the preparation, set up and cleanup of the lab including the proper use of safety glasses, lab coats and gloves in the handling of all chemical and biological supplies.
- How to effectively manage, neutralize and clean different types of chemical spills or biological hazards.
- Have student instructional experience regarding safety hazards and lab protocols.
- Must have a good knowledge of the various types of chemicals and reagents being used including flammable, corrosive and reactive chemicals and biological agents and the dangers associated with them.

### **SKILLS/ABILITIES:**

- Ability to drive to external vendors to pick up supply orders.
- Ability to calculate percentages for mixing solutions required in academic lab prep.
- Effectively prepare solutions, weigh and dispense liquid/dry chemicals to a high degree of accuracy.
- For extended periods, must have ability to stand, sit, crouch, kneel, and perform other physical feats while doing lab maintenance and preparations. May be required to lift boxes of about 50 lbs. and stand on a ladder to reach high storage areas.
- Working knowledge of the current Microsoft Office Suite, mainly Word, Excel.
- Working knowledge of Google applications such as Drive, Calendar, Gmail, etc.

### **WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of William Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and

Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

**WORKING CONDITIONS:**

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/ or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

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Employee Signature

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Date