



**JOB INFORMATION**

Job Code	HB02C
Job Description Title	Asst III, Lab
Pay Grade	RE03
Range Minimum	\$31,460
33rd %	\$35,650
Range Midpoint	\$37,750
67th %	\$39,850
Range Maximum	\$44,040
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/16/2011

**JOB FAMILY AND FUNCTION**

Job Family:	Research
Job Function:	Lab & Field Operations

**JOB SUMMARY**

Performs routine lab tasks related to a medical, research, or teaching lab; prepares, cleans, and maintains lab area and equipment.

**RESPONSIBILITIES**

- Cleans lab area and maintains lab equipment to ensure readiness for use in the lab.
- Knows and follows all the lab safety rules.
- Demonstrates correct operation of lab equipment.
- Advises supervisor of all materials that need to be ordered for the labs.
- Sets up and takes down all material requested for each lab being taught.
- Ensures equipment is functional and available when needed and advises supervisor of any equipment problems.
- May perform student-related functions such as (but not limited to) scheduling make-up labs, checking out equipment/materials and/or maintaining key and lock inventories.
- May perform administrative support duties such as data gathering, data input, filing, preparing reports, and ordering supplies.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
High School	High School Diploma or equivalent	And	4 years of	Experience in providing assistance in a lab setting

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Follows standardized rules, procedures, and operations.

Works under limited supervision, and prioritizes tasks independently, and resolves recurring problems.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

### PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking			X			
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

### WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

**Vision Requirements:**  
Ability to see information in print and/or electronically.