

## **TEACHING LABORATORY ASSISTANT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

Incumbents in this paraprofessional position are responsible for the safe, secure and efficient operation of a specific laboratory at the Community College. Based on their prior training and experience, incumbents specialize within a specific laboratory discipline such as engineering, business technologies, physical sciences, biology, chemistry or studio art. The incumbent has the responsibility for planning and organizing the set-up, use, maintenance and break-down of equipment and laboratory facilities. Work is performed according to written lab formats and verbal directions. In addition, the employee maintains inventory and assists in the preparation of purchase orders for equipment and supplies and in the budget process. Work is performed under the general supervision of a Teaching Laboratory Supervisor and/or faculty member with leeway allowed for planning priorities and order of tasks within the framework of the lab schedule and the budget process. Supervision may be exercised over student aides and work-study aide students.

### **TYPICAL WORK ACTIVITIES:**

1. Coordinates and performs the set-up and break-down of a variety of tools and equipment in one or several concurrent laboratories for faculty and student use;
2. Distributes and maintains the security of and collects laboratory equipment;
3. Maintains storeroom and laboratory areas in a safe, orderly and operating capacity;
4. Maintains an inventory of supplies and materials;
5. Assists with and makes recommendations on the preparation of the departmental capital budget as it relates to laboratory supplies and equipment;
6. Assists in the preparation of purchase orders and bids, and justifies the need for equipment, repairs or changes within a specific laboratory area;
7. Anticipates the need for supplies and materials and requisitions them as necessary;
8. Trains and supervises work-study aides and student aides in laboratory procedures such as washing glassware and dispensing equipment;
9. Performs simple maintenance and repairs of laboratory equipment;
10. Assists students and faculty in the technical use of laboratory equipment and supplies;
11. Keeps records on purchase orders, inventory and budget;
12. Prepares and disposes of cultures and chemical solutions for laboratory use where applicable;
13. May care for laboratory animals, plants and cultures where applicable;
14. May administer laboratory quizzes and examinations and assist in correcting objective examinations;
15. May build equipment or lab set-ups and may demonstrate the use of equipment to faculty and students;
16. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of the equipment and procedures used by the specific laboratory discipline in an educational setting; working knowledge of the principles and terminology of the specific discipline, i.e. engineering, business technologies, physical sciences, biology, chemistry or studio art at the first and second year collegiate level; working knowledge of the care of laboratory animals, if applicable; working knowledge of budgeting principles and practices; skill in repairing and maintaining laboratory equipment used in the specific discipline; ability to effectively coordinate more than one activity at one time; ability to communicate effectively both orally and in writing; ability to follow oral and written directions; ability to read and interpret technical material within the specific laboratory discipline; ability to keep simple records; clerical aptitude; mechanical aptitude; manual dexterity; patience; physical condition commensurate with the demands of the position.

**TEACHING LABORATORY ASSISTANT** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER:                   (A)     Completion of two years at a regionally accredited or New York State registered college or university with major in the specific field required, i.e., engineering, physical science, biology, business technologies, chemistry or studio art;
- OR:                        (B)     Completion of one year of college or technical training with work in the specific field required and one year of full-time work experience as a laboratory assistant in the specific field required;
- OR:                        (C)     An equivalent combination of training and experience as indicated in (A) and (B) above.