Provides laboratory technical services for instructional labs. Maintains organic and inorganic materials in accordance with established scientific protocols and safety regulations. Prepares equipment and materials for lab instruction. Instructs students and others in use of equipment.

**JOB ACCOUNTABILITIES:**

*E/M/NA% TIME

Maintains organic and inorganic laboratory materials. Monitors the environment for living organisms. Provides information regarding plant and animal life histories, anatomy, physiology and care.

Prepares chemical solutions, cultures, media and reagents for use in laboratory experiments. Acquires, mixes, packages, stores, dispenses and disposes of chemicals and materials using laboratory protocols and safety guidelines.

Schedules and oversees setups and maintenance of multiple instructional labs. Ensures operational procedures are in place and followed. Gives direction and assistance to lab staff and student workers.

Prepares slides for instruction of students. Performs tissue fixation and dissection. Cuts, mounts and stains tissue sections. Maintains,catalogues and inventories slides.

Briefs instructional personnel and students on equipment use and answers technical and procedural questions.

Organizes and maintains supplies. Monitors inventory levels and orders as needed. Develops and maintains a check-out system for monitoring instructional materials borrowed by students.

Maintains the instructional labs and equipment in orderly, operable condition.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: ☐ No  ☐ Yes

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
- Associate's Degree
- Specialized/Technical Training
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 1 Year

Minimum Field of Expertise:
- Knowledge of laboratory procedures and equipment specific to area of instruction

Preferred Education:
- Bachelor's Degree

Preferred Experience:
- 1 Year

Preferred Field of Expertise:
- Education and/or work experience in field related to instruction.

Skills: Laboratory:
- Animal Handling
- General Laboratory Techniques
- Maintenance of Cultures

Supervises: Level:
- Leads one or more employees performing similar work

Comments:
- Requires use of computer for data management. Ability to interact with students and instructional personnel and lead students and/or staff in work assignments.

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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