

JOB TITLE: Biology/Chemistry Lab Assistant

DEPARTMENT: Biology - Rolla

LOCATION: ECC-Rolla

REPORTS TO: Dean of Instruction

FLSA: Non-Exempt

LEVEL: 103

DATE: 10/25/18; 4/12/2012

POSITION SUMMARY: Provide routine laboratory tasks to assist faculty with lab preparations and disposal of waste.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of Associate's degree in biology or related field with equivalent coursework in Biology and Chemistry.

ESSENTIAL TASKS: *(Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.)*

- Prepare materials and assemble, disassemble, clean and store equipment needed for individual and group laboratory experiments.
- Schedule preparation of lab experiments.
- Store and dispose of hazardous wastes using safety procedures.
- Assist in informing faculty and staff of proper hazardous waste disposal procedures.
- Maintain Material Safety Data Sheets in an organized, accessible fashion.
- Enforce lab safety codes in all science lab areas to assure student and employee safety.
- Communicate with science faculty regarding special needs and maintenance of laboratory facilities.
- Maintain inventory system of all science supplies and special equipment
- Coordinate purchasing of all science supplies and special equipment with division chair.
- Coordinate maintenance of laboratory equipment (service or replace).
- Make appropriate recommendations for cost effective utilization of allocated resources.
- Maintain a reference library of scientific catalogs, instruction manuals, keys, troubleshooting guides, and operation and parts manuals for laboratory equipment and models as requested.
- Assist with supervision of student workers.
- Proctor exams when needed.
- Perform clerical tasks as needed.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, excellence, dignity, accountability, environmental responsibility and global citizenry.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

COMMUNICATION SKILLS: Ability to communicate clearly and concisely, both orally and in writing; ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public; ability to read and interpret documents such as safety rules; ability to write routine reports and correspondence; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to interact effectively with diverse student populations and a wide variety of co-workers; ability to follow technical instructions, procedure manuals, and charts to solve practical problems and/or ensure compliance with clear guidelines and standards.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of college policies, procedures, and practices; knowledge of the Family Educational Rights and Privacy Act (FERPA); ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to interpret policy and establish methods and procedures; ability to perform all essential functions using safe work methods and following safety regulations relating to job. Knowledge of laboratory and clerical procedures; knowledge of and experience with storing and handling laboratory equipment, safety and hazardous waste disposal procedures; ability to operate laboratory and office equipment; ability to accurately perform math calculations, solution preparations and troubleshoot when needed; knowledge of ordering supplies and maintaining inventories of laboratory supplies/equipment; knowledge of Material Safety Data Sheets; knowledge of departmental safety rules, policies and procedures; ability to write routine reports and correspondence.

EQUIPMENT AND SOFTWARE: Current lab equipment used by the college; current information technology used by the college and department, including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow; office machines such as telephones, fax machines, or copiers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- **Environment:** Work is performed primarily in a lab setting with frequent interruptions and distractions; the employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals; the employee is frequently exposed to risk of chemical hazards, explosive hazards, burn hazards and electrical shock. The noise level in the work environment is usually moderate.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a lab setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

POSITIONS SUPERVISED: None

SIGNATURES: I have read the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6712. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*