

Job Description

Position Title: Lab Specialist

Position Control Number:

Job Group: Instructional Support

Job Level Group: Support Intermediate

FLSA Status: Non-Exempt

Salary Grade:

Position Summary:

The Lab Specialist provides lab services for a variety of College departments. Plans, monitors, and prepares equipment and materials for classroom activities, demonstrations, and lab exercises. Organizes lab experiments and/or related exercises and implements safety procedures. Oversees inventory of supplies, equipment, and other materials needed for daily operations of the lab or assigned space.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Prepares and organizes departmental/laboratory equipment and supplies used during classroom laboratory exercises and/or experiments.
2. Oversees the preparation and maintenance of various equipment, instructional media, and other materials used for class exercises, experiments, and demonstrations.
3. Organizes, develops, and maintains departmental/laboratory documents essential for lab experiments and exercises. Prepares and disseminates safety and other essential data for classroom use.
4. Oversees and maintains supplies and safety data sheets to ensure regulatory compliance within departmental lab space and required storage. Provides documentation as required to maintain compliance with any federal, local, or college requirements.
5. Facilitates lab use for students during operating hours, cleans and disinfects equipment and workspace, and locks and unlocks doors to the assigned space.
6. Inventories stock and orders supplies needed for program. May oversee animal care acquisitions and adoptions.
7. Performs needed maintenance to equipment.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of internal and external customer service principles and practices

3. Knowledge of laboratory techniques
4. Knowledge and application of various instructional methodologies
5. Skill in effective communication (both written and oral)
6. Skill in organization, coordination, and management
7. Skill in problem solving
8. Ability to develop and maintain effective and positive working relationships
9. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High School Diploma or GED required
- Associate degree in closely related field of study may be preferred
- OR
- Bachelor's degree in closely related field of study may be preferred.
- One (1) to three (3) years of related experience required.
- Three (3) to five (5) years of related experience in an Institution of higher learning preferred.
- May require specialized certification depending on assigned department.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional setting; to stand for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement to include use of a computer keyboard; to operate various equipment required to perform job; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as infectious disease, chemicals, or moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work duties
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License