



TITLE	CLASSIFICATION	SALARY GRADE
LABORATORY ASSISTANT, HEALTH SCIENCES	CLASSIFIED	GRADE: J
BOARD POLICY REFERENCE: 2014/15 Classification Review		

JOB DESCRIPTION:

Under general supervision, assists in the preparation of instructional materials for skills laboratory demonstrations or use; assists students with assignments and demonstrates techniques in the use of specialized health sciences equipment; and performs related work as required.

SCOPE:

The Laboratory Assistant, Health Sciences has a broad depth of knowledge in the health sciences; responsibilities are discharged with a moderate degree of independence, initiative and interaction with students.

KEY 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. Assists students with assignments and demonstrates techniques in the use of specialized equipment; provides individual tutoring to students and modifies lessons.
2. Assists instructors in the design and construction of new demonstrations and exercises, teaching procedures, and curriculum; may modify lessons and demonstrations when necessary.
3. Assists instructors with researching and writing documents.
4. Sets up skills laboratory for teaching demonstrations and exercises; distributes and arranges equipment, models, and subject matter; assists with installation of computer hardware and software; assists with troubleshooting and software problems.
5. Advises students regarding course objectives and requirements to align with specific Healthcare facilities where the students will be performing patient care; instructs students on the use of appropriate materials and equipment.
6. May attend departmental and administrative meetings to coordinate laboratory services.
7. Assists in coordinating skills laboratory schedules; helps resolve scheduling conflicts with instructors.
8. Maintains and repairs skills laboratory equipment; makes approved equipment purchases and prepares invoices for payment.
9. Ensures security of skills laboratory and equipment; ensures availability of skills laboratory materials for students.
10. May handle or work with hazardous materials.
11. Performs administrative and clerical duties as required.
12. Trains and directs the work of student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Present classroom materials; instruct others and perform experiments and demonstrations in the area assigned; use and demonstrate the specialized instruments and equipment in the area assigned; maintain accurate records; perform clerical and administrative work with accuracy and speed; understand and follow oral and written communications; handle and work with hazardous materials properly and safely; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Fundamentals, terminology, techniques, equipment and materials in area assigned; materials, tools and equipment to be used in the laboratory setting; standard office productivity software; skills in establishing and maintaining effective public relations.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree with some coursework or demonstrated broad knowledge related to the health sciences.

Experience:

Previous experience in a related educational setting.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking while performing classroom demonstrations and experiments. Must be able to work safely in an environment containing hazardous chemicals.