



TITLE	CLASSIFICATION	SALARY GRADE
PRINT MAKING LABORATORY TECHNICIAN	CLASSIFIED	GRADE: J
BOARD POLICY REFERENCE: 2014/15 Classification Review		

JOB DESCRIPTION:

Under general supervision, assists in the preparation of instructional materials for laboratory demonstration or use; assists students with assignments and demonstrate techniques in the use of specialized print making equipment; maintains, sets up and breaks down equipment in lab; and performs related work.

SCOPE:

The Print Making Laboratory Technician has expertise and technical knowledge of print making (e.g. etching, silkscreen relief, collagraphy); responsibilities are discharged with a high 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; ensures safety and security of facility; 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.
3. Sets up laboratory for teaching demonstrations and exercises; distributes materials and arranges equipment; advises students regarding course objectives and requirements; instructs students on appropriate materials and equipment; gives technical advice on development of plate.
4. May attend departmental and administrative meetings to coordinate laboratory services.
5. Assists in coordinating laboratory schedules; helps resolve scheduling conflicts with instructors.
6. Maintains and repairs laboratory equipment; makes approved equipment purchases and prepares invoices for payment.
7. Ensures security of laboratory and equipment; ensures availability of and distribution of laboratory materials for students.
8. Handles or works with hazardous materials.
9. Performs administrative and clerical duties.
10. Mixes chemicals, maintains safe storage and disposal practices.
11. Trains and directs the work of student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Present classroom materials; use and demonstrate the specialized instruments and equipment in the area assigned; maintain records; perform clerical and administrative work; understand and follow oral and written communications; operate a standard computer and related programs; 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 print making; materials, tools and equipment to be used in the laboratory setting; standard office productivity software and specialized software used in the assigned lab.

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:

College level coursework with major coursework or demonstrated expertise related to the subject area assigned.

Experience:

Previous experience in tutoring or other work 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.