

**TITLE: Lab Assistant, Health Sciences**

**CLASSIFICATION: Classified**

**SALARY GRADE: C06**

**SCOPE OF POSITION:**

Under general supervision, assists in the preparation of instructional materials for laboratory demonstrations or use. Provides support for students with assignments and demonstrates techniques in the use of specialized health sciences equipment.

**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.
2. Provides individual tutoring to students.
3. Supports instructors in the design and implementation of new demonstrations and exercises, and teaching procedures. Assists instructors with researching and preparing documents.
4. Sets up skills laboratories for teaching demonstrations and exercises. Distributes and arranges equipment and models.
5. Serves as a resource to Information Technology for the installation of skills laboratory hardware and software applications and troubleshoots technical issues.
6. Advises students on course objectives and requirements to align with specific healthcare facilities.
7. Assists in coordinating skills laboratory schedules and resolves scheduling conflicts with instructors.
8. Maintains, repairs and secures skills laboratory equipment and processes approved equipment purchases; prepares invoices for payment.
9. Handles and disposes of hazardous materials according to established safety procedures.
10. Trains and directs the work of student employees.

**KNOWLEDGE OF:**

1. Laboratory setting fundamentals, terminology, techniques, materials, tools, and equipment.
2. Safety requirements in the handling, storing, and disposing of hazardous materials.
3. Relevant local, state, and federal rules and regulations.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

**TITLE: Laboratory Assistant, Health Sciences**

**ABILITY TO:**

1. Perform experiments and demonstrations.
2. Use and demonstrate specialized instruments and equipment.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous, and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

**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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Associate degree with coursework related to health sciences required.

**EXPERIENCE:**

1+ year of related experience in health sciences or an educational setting required.

**OTHER 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.

**SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*