

TITLE: Laboratory Assistant Senior, Health Sciences

CLASSIFICATION: Classified

SALARY GRADE: C08

SCOPE OF POSITION:

Under general direction, assists in the preparation of instructional materials for use or laboratory demonstration. Organizes the day-to-day operations of the Health Sciences skills laboratory. Prepares supplies and equipment for laboratory classes, demonstrations, or activities. Consults with instructors to modify and incorporate changes into skill lab activities and competencies. Serves as lead worker to other classified staff in the area.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Laboratory Assistant, Health Sciences by the specialized knowledge and degree of independence required. This classification also oversees skills laboratory activities and monitors budgets.

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. Organizes daily skills laboratory schedules, services, and staff. Ensures efficient operation of skills laboratory and troubleshoots and resolves skills laboratory issues.
2. Ensures appropriate maintenance and documentation of records such as, laboratory usage records, equipment purchases, service records, and other relevant documentation.
3. Assists instructors in the design and implementation of demonstrations and exercises, and teaching procedures. Assists students and instructors with issues and demonstrates techniques and the use of specialized equipment, such as anatomical models.
4. Provides individual tutoring to students.
5. Advises students on course objectives and requirements in alignment with specific healthcare facilities.
6. Serves as a resource to Information Technology for the installation of skills laboratory specialized equipment and software applications and troubleshoots technical issues.
7. Instructs students on the appropriate use of materials and equipment, including computer hardware and software.
8. Monitors skills laboratory budget; purchases supplies and equipment within budget; generates purchase orders.
9. Ensures security of skills laboratory and equipment. Maintains inventory of materials and equipment and schedules servicing of equipment.
10. Maintains a safe and clean learning environment following local, state, and federal safety requirements.
11. Handles and disposes of hazardous materials according to established safety procedures.
12. Serves as a lead worker to other classified and short-term, non-continuing (STNC) employees in the area.

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KNOWLEDGE OF:

1. Laboratory setting fundamentals, terminology, techniques, materials, tools, and equipment.
2. Budget maintenance and purchasing processes.
3. Technical knowledge of basic web accessibility tools and document remediation.
4. Relevant local, state, and federal rules and regulations, policies and procedures.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Coordinate the activities of skills laboratories to supplement classroom instruction.
2. Identify issues and recommend solutions.
3. Maintain records.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. 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 major coursework and demonstrated broad knowledge related to health sciences required.

EXPERIENCE:

2+ years of related experience in health sciences or an educational setting required

OTHER REQUIREMENTS:

- This classification may require certificates indicating proficiency or training in the area assigned.
- Must be able to work safely in an environment containing hazardous chemicals.
- 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.

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](#).