Lab Management Assistant

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<tr>
<th>Job Family:</th>
<th>Sub Family:</th>
<th>Career Track and Level:</th>
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<tr>
<td>Research &amp; Labs</td>
<td>Lab Management</td>
<td>TAS 1</td>
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**Job Family**

**Research & Labs:** Provides support and expertise to the design, implementation, and evaluation of various research projects. Functions include providing technical and professional expertise to research projects such as research design and implementation; instrumentation; equipment development, maintenance, and management; statistical and data management; training and oversight regarding safe laboratory operations; supervision and training of students; and participation and authoring of research reports.

**Sub Family**

**Lab Management:** Establishes, implements, and monitors laboratory policies and procedures. Ensures lab operations are efficient, effective, and comply with established procedures.

**Job Responsibilities**

- Trains faculty and students on equipment operation.
- Provides routine technical support for a research lab or facility.
- Sets up equipment and materials for course instruction.
- Operates and maintains equipment utilized in research studies.
- Collects, analyzes, and processes laboratory samples or research data.
- Performs a variety of tests, using primarily routine techniques and methods.
- Performs routine library research work, including finding literature and copying articles.

**Role**

- Reflects most common entry point for this career track.
- Performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions.
- May supervise or oversee the work of student employees.

**Impact and Complexity**

- Performs job responsibilities following a defined standard output or set of procedures. May schedule and/or check the work of students.
- Work is closely supervised with limited opportunity for independent action or decision making. Exercises some judgment in planning and organizing own work but must adhere to specific time, process, and results standards.
• Work consists of tasks that are routine, or well-defined, with specific instructions to achieve standards.

**Requirements**

Knowledge of basic or commonly used laboratory and research support procedures or equipment typically obtained through a high school degree or GED and 0 years of laboratory and/or research support experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*