



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 10/12
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Laboratory Assistant

JOB SUMMARY

Performs routine non-technical work in the operation and maintenance of a laboratory or general activities in support of a laboratory. Responsibilities involve a variety of routine tasks and duties. Work is performed under close supervision. Evaluation is based on accuracy and the completion of tasks assigned. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Principal Investigator or Department Head.

Supervises: May supervise student assistants.

ESSENTIAL DUTIES - May include, but not limited to the following:

- Keeps simple records and compiles data for reports.
- Cleans and sterilizes laboratory glassware and equipment following standardized procedures.
- Assists in preparing culture media, solutions, and reagents according to prescribed formulas.
- Receives and stores supplies and equipment.
- Keeps laboratory area clean and stocked.
- May transfer or transport animals, feed and change bedding materials.
- May observe animals for signs of disease or illness and reports conditions to the supervisor.
- Maintains equipment as necessary, making minor repairs and adjustments.
- Performs related duties as required.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

High School Diploma or GED equivalent is required.

EXPERIENCE

No experience required. Some general laboratory, stores, or clerical experience preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- General knowledge of cleaning methods.
- Ability to learn the use and care of laboratory equipment.
- Ability to follow simple oral and written instructions.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.