Title: Laboratory Associate

Pay Scale Group: 13

Essential Function

Under general supervision from a designated administrator, provide support activities for the research and/or teaching needs of designated laboratories and to administer the daily operational policies of the laboratories.

Characteristic Duties

- Provide support activities for the research and/or teaching needs of designated laboratories and to administer the daily operational policies of the laboratories.

- Supervise, train, assist and/or instruct faculty and students using laboratory facilities.

- Monitor activities within designated laboratories.

- Maintain all laboratory equipment, including ordering of supplies; perform repair work, and schedule professional repair.

- Assist faculty on project feasibility and design.

- Administer safety programs.

- Act as liaison with local industry regarding specifications and availability of new and used laboratory equipment.

- Recommend space and equipment assignments as requested and resolve any conflicts for space and equipment.

- Assign work; ensure proper workflow of the unit; act as lead worker.

- Perform related duties based on departmental need.

Minimum Qualifications

- Associate's degree with one (1) year experience; -OR- three (3) years experience. Experience must be in an area of technical specialty.

Last updated: May 2007