

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LABORATORY AIDE

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under general supervision of a Dean-Instruction, prepare laboratory materials, maintain and issue laboratory supplies and equipment and support instructional activities for assigned science laboratories.

REPRESENTATIVE DUTIES:

Prepare laboratory experiment materials and equipment; weigh, combine and mix solutions and ingredients required for experiments and dispense into proper containers for use. *E*

Assist instructors in instructional activities within laboratory; type and photocopy handouts, student exams, and quizzes and provide other assistance as needed. *E*

Adjust and maintain equipment in safe and clean working condition; care for and maintain laboratory animals and plants in proper condition. *E*

Assemble and set up electrical and mechanical experiment apparatus required for daily activities as directed; use or operate a variety of student scientific and laboratory equipment and tools related to assigned biological or chemical laboratory(s); clean and ensure proper maintenance and storage of equipment. *E*

Maintain inventory and receive laboratory equipment and materials; prepare orders and purchase materials from local vendors as required. *E*

Monitor and provide direction to students and student workers in laboratory preparation, safety and lab clean-up.

Annually transport human cadavers and respectfully wash and wrap bodies per assigned specifications.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic laboratory equipment and supplies, and materials.

Freshman-level procedures of assigned science laboratory(s).

General principles, equation and facts of assigned science laboratory(s) subject matter at the college freshman level.

Proper methods and procedures for safe handling of chemicals, equipment and apparatus,

small animals and plants for college laboratories.
Operation of basic equipment and tools used within assigned science laboratory(s).
Handling and care of human cadavers, and preserved specimens.
Regulations related to handling and disposing of hazardous materials.

ABILITY TO:

Prepare materials for assigned science laboratory(s).
Prepare freshman level lab experiments and demonstrations.
Prepare laboratory experiment materials and equipment such as weighing, combining and mixing solutions and ingredients required for experiments.
Connect electrical cables and mechanical components to assemble simple laboratory apparatus safely and properly.
Follow recipes and instructions to prepare, dispense and sterilize lab materials and equipment.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in science or other related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Laboratory Environment:

While performing the duties of this job the employee is required to perform moderate to heavy lifting; bend at the waist; stand for extended periods of time; see and use fingers and hands to prepare laboratory equipment and materials.

Incumbents may be exposed to hazardous chemicals, sharp items and the handling of poisonous and/or dangerous animals and reptiles.

Some evening work required (until 9:00 or 10:00 p.m.) and weekend work may be required.