

STUDENT LABOR POSITION DESCRIPTION

Agriculture & Natural Resources

Most Recently Updated 04/05/99

Position Title: Laboratory Assistant
Must work 10-15 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for a Laboratory Assistant in the Agriculture and Natural Resources Department:

1. Take increasing responsibility in the supervision of trainees.
2. Know basic management techniques for ANR laboratories and classrooms.
3. Train, be able to give, and give detailed instructions to trainees.
4. Set work priorities for week, assisting Student Supervisors in this.
5. Assume responsibility for accomplishment of specific jobs, including training and allocating student workers at Grades 1-3.
6. Participate in long-term planning and management.
7. Know laboratory procedures and equipment use.
8. Responsible for using the knowledge of lab and equipment safely.
9. Perform other job-related duties as assigned.
10. See that the workplace and environments are clean.

B. The following are *possible additional* duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B.** Management and supervisory skills.
- C.** Training.
- D.** Labor planning.
- E.** Laboratory techniques.
- F.** tutoring, mentoring other students
- G.** increasing learning of subject by teaching it
- H.** understanding of learning process
- I.** problem solving skills

IV. Basic Qualifications:

A. General: Have worked as Grade 3 ANR Trainee; have shown specific area interest and responsibility at previous levels; management aptitude and earnest desire to succeed.

B. Skill: Have shown promise using Grade 3 skills.

IV. Basic Qualifications (Cont.):

- C. Physical: Mobility, ability to lift 25 pounds.
- D. Academic: None.

V. Desirable Qualifications:

- A. ANR major
- B. ANR minor

VI. Narrative Summary:

Student was responsible for ensuring a safe laboratory, and knowing lab procedures and equipment use and safety. Student trained and supervised more junior trainees in laboratory. Student was familiar with basic management techniques for all departmental laboratories and classrooms. Student helped set weekly work priorities and allocate labor to ensure these priorities were met; student also participated in departmental long-term planning and management.