approved

STUDENT LABOR POSITION DESCRIPTION

Industrial Technology

Most Recently Updated 03/05/99

Position Title: Laboratory Assistant II
Must work 12 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for a Lab Assistant in the Technology and Industrial Arts Department:

1. Works in specific laboratory. Assists instructor and lab supervisor in the maintenance of laboratory and supervision of students.
2. Under direction of instructor/lab supervisor, help plan lessons, research materials and any other investigation required for assigned staff member.
3. Assist lab supervisor and maintain specified areas for assigned staff member.
4. Performs other job-related duties as assigned.

B. The following are possible additional duties for this position:

1. Assist students whenever needed
2. Keep lab environment clean.

III. Learning Opportunities:

A. Advance knowledge and skills of specific area of interest. Example -woods, power, graphics, computers, electronics.
B. Advance knowledge of lab maintenance.
C. Interaction with others.

IV. Basic Qualifications:

A. General: Dependable, responsible, works well with others, command of fundamental processes, respect for confidentiality.
B. Skill: Possesses high degree of skill and knowledge in assigned area and has a desire to further interest and knowledge in that area. Knowledge of basic office and laboratory machines.
C. Physical: None
D. Academic: Meet academic standards of department and college.

V. Desirable Qualifications:

A. Efficiency; Willing to enroll in specified class for advancement to higher position grades.
B. Willing to contract for 12 hours per week.

VI. Narrative Summary:

Student assisted the laboratory supervisor and the teacher in supervising the students and maintenance of laboratory. Student also helped to prepare lesson plans, gathered research materials, and assisted students however possible. In addition, student performed other tasks as assigned.