



Job Description

Job Title: Student Lab Technician

JTC: CV8

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

A front-line position that greets and assists users of a lab such as visitors, students, and staff. Provide technical and instructional assistance in a self-paced or open lab environment for office and classroom computing.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must have knowledge about research, safety and laboratory procedures. Must demonstrate basic computer skills including ability to retrieve and send emails, update documents, basic spreadsheets and use web-based applications

Ability to operate basic laboratory equipment. Able to collect and interpret data.

Must have strong organizational skills, ability to multi-task, detail-oriented approach to work, strong decision-making skills, good follow-up, ability to complete tasks. Able to work with students and faculty.

Able to prepare samples for laboratory experiments. Demonstrate an ability to organize and maintain general laboratory functions is desired, must be able to maintain accurate records, follow laboratory safety guidelines and institutional policies.

Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 75 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus two (2) years of experience *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Trouble shoots equipment problems to determine cause. Assists students in equipment operation. Advises appropriate person of malfunctioning equipment.

Coordinates the distribution and retrieval of classroom resources in a self-paced learning environment. May include textbooks, workbooks, handouts, audio/video tapes, computer software, tools and equipment, etc. Maintains usage records and monitors material return.

Acts as a resource person for the department in answering inquiries of varying complexity relating to the specific functions of the department. Assists and illustrates students and staff in using personal computers and multiple software products. Maintains records and interprets documentation on software and hardware utilized in lab assigned.

Maintains attendance records, utilization records and statistics. Provides information periodically to meet department guidelines. Assist faculty, staff and students on the usage of multiple computer software packages.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.