



Job Description

Job Title: Lab Assistant

JTC: CY4

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

Provides direct tutorial, training and/or instructional lab support to students and laboratory personnel in an instructionally supervised laboratory.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good understanding of laboratory and lab information systems and automated laboratory equipment. Ability to utilize computer technology to access data, maintain records, generate reports.

Able to have great degree of knowledge based on instructional programs. Able to instruct credit classes in the absence of the assigned instructor.

Able to collaborate and work with students, faculty and staff. Demonstrate ability to provide instruction to students in non-credit/non-transferable courses.

Knowledge of safe use and disposition of hazardous chemicals. Able to perform laboratory tests including pre and post analytic phases. Able to document activities, record results and insert/retrieve 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. 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 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus one (1) year of experience *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under supervision, prepares laboratory experiments/exercises necessary to demonstrate learning experiences taught by course instructor in lecture environment. Assists in the supervision of lab activities to ensure a safe learning environment.

Provides clerical support to include ordering, cataloging, and maintaining laboratory supplies and equipment. Assists in the preparation of reports and correspondences.

Assists students through clarification of course assignments, lectures, tests and lab exercises. - Works with students individually and in small groups to demonstrate procedures and use equipment and materials. Assist instructor through selection of tests from tests banks, administration of exams, and recording grades. May participate in development of curriculum/resources. Participate in periodic inventory of capital equipment.

Troubleshoots minor equipment repairs; may coordinate major repairs with vendors or college repair department. Maintain a variety of related records and provide information required for decision-making.

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.