

Sam Houston State University Human Resources

Staff Classification Description – Staff Laboratory Assistant I

Skill Category: Service/Maintenance

Position (Employee) Class: 7N320 (NA), 7N321 (NB), 7N319 (N1)

Grade: 4

Date: 11/2011

Department: As assigned

Educational & Experience Requirement: High school graduate or G.E.D. equivalent with at least one (1) year of experience in a laboratory at a university, college or related area. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs under supervision, a wide variety of routine and technical tasks including maintaining and operating a laboratory for an academic unit, learning center or research project or grant.

Supervision Given & Received: Receives immediate supervision by the academic department, primary researcher or coordinator with desired results clearly defined, and provides working supervisor to student assistants.

Primary Responsibilities: Interprets and applies routine but moderately complex directives requiring limited judgement ordinary attention and care to tasks such as, but not necessarily limited to, supervising student personnel, scheduling, establishing procedures, maintaining inventory, ordering supplies, equipment maintenance and repair, sanitation, security, and compliance with university and governments procedures, standards, rules and regulations. Performs other related duties as assigned.

Other Specifications: Must be familiar with common laboratory equipment, and the instruction and research curriculum. Must be able to follow oral and written instruction, and to work a modified schedule to accommodate classes and special projects. May require frequent contact with students, staff, and researchers.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.