



JOB DESCRIPTION FOR LAB ASSISTANTS

The position of Lab Assistant is a staff position reporting to the Division Dean or a designated coordinator and may include the following duties and responsibilities:

1. Monitor labs for security.
2. Inventory supplies and equipment.
3. Order parts for needed minor repairs.
4. Maintain cleanliness and orderliness.
5. Assist instructors to set up needed materials for classes.
6. Order supplies needed for classes.
7. Ensure that equipment is in working order.
8. Assist students in accessing needed programs in computer labs. Assist students in preparing for science labs.
9. Contact vending agencies when equipment is in need of repair or when software is in need of updating, with the approval of the supervisor.
10. Assist in setting up and carrying out lab policies.
11. Provide tutorial assistance to students.

Policy Reference:

Job Descriptions originally published in Policy and Procedures Memorandum, AA-1275.1F, *Faculty Handbook*, issued February 23, 1996. Prior to publishing AA-1275.1F, the job descriptions were reviewed and accepted by a College task force of Faculty Senate Executive Committee members and representatives of the Deans' Council (equivalent to the College's current Academic Affairs Council).