

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: LABORATORY ASSISTANT, SENIOR

Reports To: Designated Supervisor

UW Job Code: 5217

UW Job Family: 51 – Technicians

SOC Code: 19-4099

FLSA: Non-exempt

Pay Grade: 17

Date: 4-1-95 (revised 1-1-02; 7-1-02; 9-12-03; 4-23-04; 7-1-04; 7-1-08)

JOB PURPOSE:

Perform technical laboratory and/or research tasks; conduct laboratory preparation and experiments under limited supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Set up and organize laboratory and supply areas; some positions prepare culture media and reagents used in laboratory experiments or lecture demonstrations and assist with maintaining supplies and equipment.
- Order or use the bidding process for supplies/equipment, and make recommendations for high-cost equipment purchases.
- May be responsible for and supervise others in laboratory preparation, proper storage and disposal of chemicals or biohazards, or for the care and feeding of research animals including diagnosing and treating for minor symptoms of disease and inspecting for health and reproductive condition.
- Secure, test, record and process data and materials relating to tests and experiments.
- May assist employees in research projects and experiments, test and teach new methods and techniques, analyze data, develop reports or other documentation and assist with literature research.

SUPPLEMENTAL FUNCTIONS:

- Monitor cleanliness of laboratory(ies) and/or specimen habitat.

COMPETENCIES:

- Independence
- Technical/Professional Knowledge
- Safety Awareness
- Attention to Detail
- Quality Orientation

- Individual Leadership

MINIMUM QUALIFICATIONS:

Education: **Associate's degree in a related field**

Experience: **1-year work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Federal, state, local and University guidelines governing laboratory operations, safety, and animal research.
- Laboratory operations, protocols and procedures.
- Laboratory technical methods, procedures and techniques.
- Proper and safe use, storage, and disposal of media, materials, specimens and equipment.
- Laboratory reporting and statistics compilation.
- Inventory control and ordering processes including bidding process.
- Supervisory methods and techniques.
- Communication and training methods and practices.
- Data collection, analysis, and reporting methods.
- Animal/plant species, care requirements and diseases.
- Animal husbandry and breeding requirements, methods, and techniques.
- Minor maintenance and repairs of scientific equipment.
- Minor maintenance and repairs of water or building systems.
- Building and equipment safety measures and practices.

Skills and Abilities to:

- Effectively communicate and follow instructions.
- Set up, organize, and coordinate the day-to-day operations of assigned laboratory (ies).
- Teach and demonstrate laboratory procedures, techniques, proper safety and use of equipment and facilities.
- Order supplies and equipment for laboratory facilities.
- Follow federal, state, local, and University guidelines related to lab operations, safety and animal research.
- Perform minor maintenance on laboratory equipment that may include water systems.
- Maintain inventory of supplies, equipment and materials.
- Provide safe animal handling and care as directed.
- Maintain security of research and storage areas.
- Move up to 50 pounds regularly and 100 pounds occasionally.
- Provide technical laboratory training to employees and/or students.
- Prepare and maintain concise, accurate and complete records and reports.

- Use computers, preferably in a PC, Windows-based operating environment.
- Compile statistics.

WORKING CONDITIONS:

Laboratory environment; regular exposure to mechanical, electrical, chemical, radiation, and biohazards including culture media, reagents or animals including diseases, bites, or other physical injuries; occasionally subjected to noise, dirt, dust, vapors, fumes, and adverse weather conditions.

DISTINGUISHING FEATURES:

Laboratory Assistant: Under general supervision, assists with maintaining laboratory facilities and/or care of animals, plants, or materials used in research projects; sets up experiments, demonstrations, and displays; takes measurements of samples studied; logs data and maintains records.

Laboratory Assistant, Senior: Under limited supervision, performs senior-level care and maintenance services for laboratory facilities, equipment and/or animals; positions may provide laboratory preparation including preparing culture media and reagents or diagnosing and treating minor symptoms of disease and assuring proper care of research animals according to guidelines; may breed various species; maintains records and assists in inspections; maintains and assures security of assigned area and equipment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.