Georgia State University

Job Specification

Job Title: Instructional Lab Assistant II

BCAT Code: 09WX07  Effective Date: April 1, 2007
Pay Grade: G09    FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Sets up laboratories and assists the Teaching Assistants. Maintains records, supplies, and equipment.

Examples of Duties
- Sets up the undergraduate laboratories, including all necessary reagents and specimens.
- Assists the Teaching Assistants.
- Coordinates teaching schedule.
- Cares for live specimens.
- Orders the necessary laboratory supplies and maintains the inventory.
- Maintains all records, including the equipment inventory, pertinent to the proper operation of the laboratory.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of course subject matter.
- Knowledge of basic lab procedures.
- Effective time management, communication, and organization skills.

Minimum GSU Hiring Standards
High school diploma or GED and three years of experience in a college level laboratory; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources

Classification Section