Georgia State University

Job Specification

Job Title: Laboratory Assistant

BCAT Code: 09WX08 Effective Date: April 1, 2007
Pay Grade: G05 FLSA Status: Non-Exempt Revision Date: July 1, 2013

General Description
Assists the Project Director in the daily activities of the Laboratory.

Examples of Duties
- Processes specialized laboratory glassware and instruments.
- Places and receives orders.
- Maintains the inventory for laboratory supplies.
- Ensures the sanitary conditions for the glassware and instruments.
- Maintains the chemical and safety records.
- Submits credit card reports.
- Assists the Laboratory Technicians as needed.
- Maintains the computer programs.
- Performs animal upkeep related duties and/or maintains the laboratories.
- Makes chemical solutions and participates in experiments.
- Analyzes data and participates in lab meetings.
- Makes drawings for presentations and publications.
- Processes samples for storage.
- Ensures the proper disposal of biohazard waste and papers.
- Assists in the training of student assistants.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of laboratory equipment.
- Knowledge of cleaning and sanitizing methods.
- Experience working in a laboratory.
- Excellent communication skills.
- Ability to pay attention to detail.
- Ability to follow simple written and oral instructions.

Minimum GSU Hiring Standards
High school diploma or GED and six months of related experience; 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.