

# **DRURY UNIVERSITY JOB DESCRIPTION**

**JOB TITLE:** Laboratory Assistant

**DEPARTMENT:** Biology

**DATE:** July 10, 2001

**SCHEDULE:** Flexible

**FLSA:** Non-Exempt

**REPORTING SUPERVISOR:** Associate Professor of Biology/Lab Supervisor

**JOB FUNCTION:**

Assist with teaching of laboratory sections of biology courses.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	80%	Weekly	Assist students with lab exercises, set up demonstration materials, and operate the A-V equipment.
2.	10%	Weekly	Pick up and put away materials, help students with IBM computer, and analyze data.
3.	10%	Occasionally	Available to assist students make up class work missed due to excused absences.

**MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have completed the class in which they are assisting.
2. Possess those special qualities necessary to assume control over peers.
3. Dependable, honest, and have a sincere interest in assisting the Biology Department.
4. A background in chemistry, the metric system, and knowledge of computers is necessary.
5. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
6. Must have completed a FAFSA form (Financial Aid) for the current academic year.

**WORK CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.