

MASTER SPECIFICATION

JOB INFORMATION

Date:	10/17/2017 12:02:09 PM
Official Title:	Academic Lab Instructional Assistant Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	353105
Job Family:	Laboratory Support

JOB SUMMARY

The Academic Laboratory Instructional Assistant provides assistance to faculty with classroom and laboratory instruction, by preparing necessary materials and supplies.

NATURE OF WORK

The Academic Laboratory Instructional Assistant is responsible for assisting faculty or other instructional staff in the academic laboratory by performing routine instruction-related support services, such as teaching lower-level courses, developing teaching materials, preparing materials and supplies, proctoring examinations, and grading examinations or papers. This position performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions. Job responsibilities require good communication and interpersonal skills, as well as the ability to follow oral and written instructions. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are limited to the application of standardized or accepted practices and errors could result in moderate costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Prepares necessary material and supplies as well as facilitates pre-lab tutorials.
- Actively provides advice and assistance to students as they conduct work in the lab.
- Demonstrates the proper use of laboratory equipment and enforces all safety regulations.
- Provides feedback and assistance to the course instructor as requested.
- Assists faculty members or staff with laboratory or field research.
- Maintains a clean and orderly laboratory environment which includes working with laboratory staff to make sure the laboratory space is ready for the next class.
- Keeps records of student grades and updates the on-line grade book for the students enrolled in the section.
- Performs other duties as assigned.

Additional Responsibilities

May grade laboratory reports for all students enrolled in the section as well as proctor exams and quizzes.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Field related to the area of assignment	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
1 year +	Directly related work experience	X	

