

Classification Specification: Laboratory Technologist

Classification Number: 86115 Pay Grade: _____
Effective Date: 9/27/2013 Current Exemption Status: Nonexempt

Position Summary

Works under the direct supervision of designated supervisor to maintain, set up, and repair instructional laboratory equipment.

Essential/Primary Duties

- Assists course instructors to set up laboratory portions of offered courses.
- Conducts setup and timely tear down of requested experiments. Ensures proper operation and maintenance of equipment.
- Maintains adequate stock of parts and supplies for laboratory experiments. Originates purchase orders to replenish laboratory supplies.
- Supervises laboratory assistants in setup.
- Provides general support for the operation of departmental computer networks. Liaises with computer services in case of failure or hardware changes. Maintains systems in department to ensure reliable operation.
- Assists faculty and office staff in implementing computer applications and data recovery.

Experience and Education

Experience

- Three to six months related experience required

Education

- High school diploma or GED required

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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Essential Competencies and Skills

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers and/or tape and disk drives
- Knowledge of basic science and scientific methods
- Ability to operate hand and/or power tools appropriate to the trade
- Ability to operate hand and/or power grounds keeping equipment

Supervisory Responsibility

Full-Time
None

Part-Time
None

Providing Direction

Full-Time
None

Part-Time
None

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.