

Classification Specification: Sr. Laboratory Technician

Classification Number: 86112 Pay Grade:
Effective Date: April 14, 2014 Current Exemption Status: Nonexempt

Position Summary

Responsible for researching and preparing labs for general and major-level molecular/cellular biology, microbiology, zoology, and anatomy and physiology lab sections. These duties will be performed at BGSU Firelands as well as the Firelands Regional Medical Center (FRMC) in Sandusky. In addition, the position is responsible for helping students, assisting in the collection of academic data/information, and researching various experiments for faculty.

Essential/Primary Duties

- Responsibility for the preparation of BIOL laboratories such as anatomy and physiology, molecular/cellular biology, biodiversity and microbiology.
- Responsible for the clean up of all biology labs with the help of student lab aides.
- Responsible for laboratory inventories for biology and chemistry including the ordering of, dating of, and storage of supplies.
- Assists in academic data collection/analysis for biology service learning projects..
- Assists students/instructors during laboratory sections; tutoring students in biology when requested by the course instructor.
- Responsible for collaborating with faculty, researching and setting up laboratories for biology. Involves preparing molar and/or volatile and/or time labile solutions, transferring and disposing of pathogenic bacteria, developing complex laboratory setups that might require research, etc.
- Related academic and laboratory duties, as requested by supervisor.

Experience and Education

Experience

- Three to six months related experience required

Education

- High school diploma required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

Physical Requirements

Light work; with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 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

- 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
- Knowledge of basic computer skills
- Ability to operate computers and peripheral equipment such as printers
- Knowledge of basic science and scientific methods
- 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 operate hand and/or power tools appropriate to the trade

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

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