**P1: Level Standards**

**GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

* Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance
* Assignments tend to be re-occurring and work outputs generally are delivered in a prescribed form/format
* May alter the order in which work or a procedure is performed

**DECISION MAKING**

*🡪 Supervision Receive*d

* Works under supervision
* Progress and outcomes are reviewed for consistency with instructions and established procedures

*🡪 Context of Decisions*

* Determines the process of how work is to be done based on precedent, practice and existing policy at the unit/office level

*🡪 Job Controls*

* Receives some instructions with respect to details of most work assignments

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Course of Resolution*

* Resolutions are typically generated by utilizing existing procedures or practice
* Typically, problems can be quickly and relatively easily resolved

*🡪 Measure of Creativity*

* Recurring tasks or activities with emphasis typically on precision and timeliness of execution

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Regularly provides information on finished materials to others

**SCOPE AND MEASURABLE EFFECT**

* Actions regularly affect an individual, item, event, or incident, etc.
* Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards
* Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process

**Job Template**

**GENERAL SUMMARY**

Assists faculty in the care, use, and maintenance of animals, plants, chemicals, and/or reagents used in research and/or teaching.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under supervision of a supervisor or manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Plans, assembles, and prepares any apparatus necessary to carry out all experiments in the laboratories.
* Monitors safety and security of labs.
* May act as a stockroom clerk.
* Maintains sterility and cleanliness of all apparatus. Performs minor repairs on equipment.
* Maintains inventory of supplies and orders as necessary.
* Assists in preparing, setting up, and monitoring laboratory practicals.
* Participates in discipline-specific lab procedures, including tissue or specimen collection and testing.
* Operates equipment, instrumentation, and software to maintain conditions as required by research or educational goals.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in a related field.
* Up to one year of related experience

OR

* Associate’s degree in related field.
* Two years of related experience.

**COMPETENCIES**

**Knowledge of:**

* General laboratory safety practices and protocols
* Chemical and biological waste procedures
* Basic chemistry
* Microsoft Office and related software applications

**Skill in:**

* Planning and organization
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Maintain clean labs and glassware
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Prepare and maintain complete and accurate records
* Follow established procedures and safety protocols
* Operate applicable laboratory equipment
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management