

Wright State University
CLASSIFIED JOB SPECIFICATION
Lab Technologist

I. JOB INFORMATION

Job Title: Lab Technologist (CS 04)

Job Class: 71111 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under direction meets the daily needs of BSOM labs and/or classes by setting up the daily supplies and equipment. Cleans up and/or disinfecting the equipment and/or lab after the class.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Maintains and sets-up audio-visual equipment for the instructor's particular needs. Troubleshoots audio-visual problems when equipment malfunctions. Provides basic maintenance for equipment.
- Possesses a general knowledge and understanding of microscopes. Troubleshoots minor problems.
- Sets-up instruments and necessary supplies for labs. Maintains supplies while the class is in session.
- Understands how to properly handle gross specimens. Maintains the gross specimens in formalin.
- Cleans up and/or disinfects the equipment and/or lab after the class.
- Maintains inventory and initiates purchase orders.
- May provide general clerical support.
- May train healthcare students and new employees.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post-secondary education and one year of (FT) related work experience OR, a high school diploma or GED and three years of related work experience. A bachelor's degree in a related field may be substituted for the required work experience. Considerable knowledge of science and laboratory procedures; laboratory testing procedures; blood tests procedures; medical terminology; inventory control; and training procedures.

V. WORKING CONDITIONS

There are conditions, equipment and materials, present which require proper handling to ensure safety.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

Must possess a valid United States driver's license for at least one year and maintain eligibility to operate University motor vehicles.

VIII. JOB SERIES

71100

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.