

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Lab Technologist 2**

**I. JOB INFORMATION**

**Job Title:**     **Lab Technologist 2 (CS 15)**

**Job Class:**     **71114**

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under minimal direction this position is responsible for managing the BSOM classroom and laboratory spaces. This position is primarily responsible for inventory and supply management by ensuring that all BSOM classrooms and laboratories have the daily supplies and equipment needed and are functioning properly. Cleans up and/or disinfects the equipment and/or lab after class.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Prepares class lectures and labs by procuring necessary supplies and setting up instruments.
- Maintains lab supplies during sessions and ensure equipment cleanliness and safety.
- Maintains and set-up audio-visual equipment for the instructor's particular needs. Troubleshoots audio-visual problems when equipment malfunctions. Provides basic maintenance for various laboratory equipment.
- Sets-up instruments and necessary lab supplies for labs. Maintains supplies while the class is in session.
- Cleans up and/or disinfects the equipment and/or lab after class.
- Orders and manages specimens for labs, ensuring proper storage and disposal.
- Oversees compliance with safety measures and equipment functionality.
- Assists in proctoring and troubleshooting computerized exams.
- Schedules and manages classrooms, labs, and atrium usage.
- Provides support for student organizations' room reservations.
- Coordinates maintenance of BSOM spaces and student lockers.
- Assists cadaver programs by arranging classrooms and equipment.
- Ensures compliance with program protocols.
- Maintains inventory records and supports departments in supply ordering.
- Forecasts future inventory needs and handles purchase orders and invoices.
- Resolves vendor issues as necessary.
- 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**

A high school diploma or GED and three years (FT) of related work experience OR, two years of post-secondary education and 1.5 years of (FT) related work experience OR, a bachelor's degree in a related field and 6 months (FT) of related work experience. Excellent interpersonal, verbal and written communication skills. Ability to maintain accurate records. Considerable knowledge of science and laboratory procedures; laboratory testing procedures; blood tests procedures; medical terminology; inventory control; and training procedures. Ability to calculate basic math.

**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.*