

# The University of Texas at San Antonio

## Job Description

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Job Title: Laboratory/Technical Assistant I  
Code: 14481  
Salary Grade: 51  
FLSA Status: Non Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## Summary

- Function: To provide assistance in medical/research laboratory.
- Scope: Responsible for the performance of routine repetitive tasks in the preparation of laboratory supplies

## Duties

- Typical:  
Job Duties may include any one or more of the following:
  1. Performs standard laboratory experiments.
  2. Assists in preparation of laboratory specimens.
  3. Assembles and operates laboratory and field equipment.
  4. Positions, weighs and assists in procedures with experimental animals.
  5. Collects and records data and performs mathematical tasks involved in summarizing results of experiments (may include statistical, numerical or multivariate analysis, operation of calculator or adding machine and related clerical functions).
  6. Prepares chemical compounds, reagents and culture media.
  7. Develops, prints and enlarges film data. Labels and files slides.
  8. Prepares anesthetic agents and induces anesthesia to animals.
  9. Performs other duties as assigned.
- Periodic:
  1. N/A

## Education

Required	Preferred
High school diploma or GED.	One or more years of college-level science classes.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
None.	Six months of laboratory experience.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer and equipment used in the laboratory assigned.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual laboratory conditions.	Hazardous materials and equipment may be used in laboratory.

***Supervision***

<b>Received</b>	<b>Given</b>
Specific instruction for new assignments, direct supervision of routine duties.	None.

***Accuracy***

Accuracy in the preparation of materials and specimens and the recording of research data.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.