

The University of Texas at San Antonio

Job Description

Job Title: Laboratory/Technical Assistant II
Code: 14482
Salary Grade: 52
FLSA Status: Non Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide skilled technical assistance in a medical/research laboratory.
- Scope: Responsible for assisting laboratory technologists in effectively carrying out medical and scientific tests.

Duties

- Typical:
Job Duties may include any one or more of the following:
 1. Performs standard laboratory experiments.
 2. Prepares 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. Prepares and specializes bacteriological culture media which may require somewhat refined techniques for use in teaching and research.
 8. Develops, prints and enlarges film data.
 9. Prepares anesthetic agents and induces anesthesia to animals.
 10. 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

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

Experience

Required	Preferred
Six months of laboratory experience.	One or more years of similar experience.

Equipment

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

Working Conditions

Usual	Special
Usual laboratory conditions.	Hazardous materials and equipment may be used in laboratory.

Supervision

Received	Given
Specific instruction for new assignments, general supervision of routine duties.	None.

Accuracy

Extreme accuracy in the preparation of materials and specimens and the recording of research data.
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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.