

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: LABORATORY ASSISTANT

Reports To: Designated Supervisor

UW Job Code: 5255

UW Job Family: 52 - Technical Assistants

SOC Code: 19-4099

FLSA: Non-exempt

Pay Grade: 14

Date: 4-1-95 (revised 7-1-02; 9-12-03; 7-1-04; 7-1-08)

JOB PURPOSE:

Assist with maintaining laboratory facilities and/or care of animals, plants or materials used in research projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Feed and water research animals, plants or materials; diagnose and treat minor illnesses or diseases.
- Maintain designated area including minor maintenance repairs, clean equipment and facilities.
- Some positions may set up experiments, demonstrations, or displays for instructional and research laboratory equipment.
- Some positions may take measurements and record physical characteristics of samples studied.
- Supervise and assign work to students.
- Log data regarding animal, plant or material utilization; maintain records.
- Act as a resource person for animal, plant, or material care and respond to emergency calls.

SUPPLEMENTAL FUNCTIONS:

- Maintain inventory records of facility/laboratory supplies; order feed and equipment as necessary; may receive and deliver incoming freight.
- Assist with specific animal, plant or material care for research projects.
- May participate in animal breeding and sexing.

COMPETENCIES:

- Attention to Detail
- Motivational Fit
- Technical/Professional Knowledge
- Work Standards

- Consistency
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **1-year work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Specified laboratory solutions, materials and/or media.
- Animal and plant species, care requirements and diseases.
- Animal husbandry requirements, methods, and techniques.
- O/R, pre-op and/or post-op procedures.
- Use and maintenance of laboratory facilities and/or equipment.
- Sterile procedures.
- Related accreditation and certification requirements.
- Supplies, equipment, and/or services ordering and inventory control.
- Local, state, and federal regulations pertaining to animal husbandry.
- Laboratory operations and/or procedures.
- Record keeping processes and procedures.
- Inventory and ordering processes.
- Animal breeding and sexing processes and procedures.

Skills and Abilities to:

- Train others on associated care techniques.
- Move up to 50 pounds one-third of the time.
- Understand and follow specific instructions and procedures.
- Safely use cleaning equipment and supplies.
- Observe, assess, and record symptoms, reactions, and progress.
- Maintain quality, safety, and/or infection control standards.
- Establish dosages and administer drugs to animals.
- Establish and/or maintain veterinary/animal husbandry records.
- Perform routine maintenance and repairs on veterinary and/or animal husbandry facilities and equipment.
- Maintain accurate and complete records.
- Breed and sex animals.

WORKING CONDITIONS:

In/outdoor laboratory environment; occasionally subject to adverse weather conditions; exposed to dirt, dust, confined spaces, and temperature changes; regular physical activity including reaching high or low.

Some positions are subject to hazards of working with animals including diseases, bites, or other physical injuries.

DISTINGUISHING FEATURES:

Laboratory Assistant: Under general supervision, assists with maintaining laboratory facilities and/or care of animals, plants, or materials used in research projects; sets up experiments, demonstrations, and displays; takes measurements of samples studied; logs data and maintains records.

Laboratory Assistant, Senior: Under limited supervision, performs senior-level care and maintenance services for research facilities, equipment and animals; diagnosis and treats minor symptoms of disease; assures proper care according to guidelines; breeds, rears, and releases various species; maintains records and assists in inspections; maintains and assures security of buildings, equipment and grounds.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.