

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Laboratory Assistant **SALARY GRADE:** HU-08  
**DATE REVISED:** December 1, 2014 **EEO CODE:** 03  
**JOB CODE:** 5301 **FLSA STATUS:** Non Exempt  
**BARGAINING UNIT:** N/A

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

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**BASIC FUNCTION:** Performs routine laboratory work following standard operating procedures. The principal emphasis is on performing duties associated with simple lab tests and assisting personnel in the operation of a laboratory.

**SUPERVISORY ACCOUNTABILITY:** Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:** Limited contacts with faculty, staff and students and other laboratory personnel.

**PRINCIPAL ACCOUNTABILITIES:**

- Maintains, preserves and disposes materials, supplies and lab specimens.
- Cleans equipment and assigned work area.
- Prepares culture media, chemicals, inoculums, reagents and solutions as instructed.
- Performs simple laboratory tests; assists in experimental tests.
- Picks up, delivers, labels or prepares lab samples and specimens.
- Maintains necessary records.
- May order supplies and maintain stock in area of responsibility;
- Performs other related duties as assigned.

**CORE COMPETENCIES:**

- Knowledge of biological sciences, chemistry, or sciences related to the duties.
- Knowledge of a variety of software programs including databases, spreadsheets, graphics and word processing.
- Knowledge of basic laboratory operations and procedures.
- Ability to use and maintain laboratory equipment.
- General clerical experience.
- Ability to complete and maintain accurate records.

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Ability to communicate effectively orally and in writing with a diverse population.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the general public.

**MINIMUM  
REQUIREMENTS:**

High school diploma or GED and 1-3 years of related experience. AA/AS may be substituted for 4 years of required work experience. BA/BS may be substituted for up to 4 years work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_  
Department Manager/Supervisor

**DATE:** \_\_\_\_\_

**CERTIFIED BY:** \_\_\_\_\_  
Department of Compensation and Performance Management

**DATE:** \_\_\_\_\_