

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Laboratory Technician **SALARY GRADE:** WS - 05
DATE REVISED: December 1, 2014 **EEO CODE:** 05
JOB CODE: **FLSA STATUS:** Non - Exempt
BARGAINING UNIT: N/A

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

BASIC FUNCTION: The purpose of this position is to provide appropriate, timely and efficient maintenance and upkeep of all departmental laboratories; and provide assistance to the Manager and Chairman of the department.

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

NATURE AND SCOPE: Internal contacts include administrators, faculty, staff and students of the Department and the University as large. External contacts include vendors and contractors.

- PRINCIPAL ACCOUNTABILITIES:**
- Order necessary supplies, chemicals, equipment and other materials for laboratory instructions as required.
 - Ensure that student lockers in laboratories are ready for use at the beginning of the semester and good condition at the end of the semester.
 - Order and store for faculty in the research and collection of teaching materials and prepares visual displays.
 - Order general supplies and annual warranties needed in the department and for researchers.
 - Assures and maintains the laboratory and equipment in a clean, safe and well maintained manner.
 - Reports malfunctions and problems with utilities (water, steam, gas, air and electricity) to Physical Facilities Maintenance; prepares work requests as needed; assures completion through follow-ups.
 - Prepares requisitions for glassware, chemicals, supplies, drugs, equipment and other materials needed in the department; maintains appropriate records.
 - Receives and inspects all materials ordered by the Department, for accuracy; maintains laboratory supplies, chemicals, and records inventory.
 - Performs other related duties as assigned.

CORE COMPETENCIES: Skill and aptitude for detailed and precise work, problem solving and ability to suggest solutions.

Skill in oral and written English communications.

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Ability to plan, organize and coordinate work with minimal supervision.

Ability to interact closely with a diverse group of students and faculty in all departments.

Ability to follow instructions and a strict system of procedures and work under pressure.

Ability to meet deadlines while delivering quality customer service.

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

MINIMUM
REQUIREMENTS:

High School Diploma or GED and 1-1.5 years relevant experience. Vocational or other technical school, training or apprenticeship beyond HS may be substituted for 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: _____