

# University of Houston – Clear Lake

## Position Description

Job Title: **Science Lab Technician**

Job Code: **4132**

Pay Grade: **200**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Biology or Chemistry.	
Experience	Two years of experience in assisting with Science laboratories.	Ability to assist in Biology, Chemistry, Physics and Environmental Science laboratories.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**The Natural Sciences Laboratory Technician for the Natural Science Division will be responsible for freshman and sophomore laboratory course management and maintenance, including preparation of labs for weekly laboratory classes, stockroom upkeep and inventory, waste and safety records, routine equipment maintenance, and managing laboratory teaching assistants.**

Duties and responsibilities	% Time
Prepare freshman and sophomore instructional laboratories each week and coordinate daily activities in the laboratories.	40
Assist the Science Lab Supervisor in the management of Natural Science Laboratories: Inventory of departmental supplies and equipment. Maintenance and inventory of chemical stockrooms and gas supplies. Storage of hazardous waste. Maintenance of safety records and Material Safety Data Sheets. Routine maintenance of division instruments and oversee maintenance and repairs performed by third parties. Maintain effective communication with the Teaching Assistants, Science Lab Supervisor, Laboratory Teaching Faculty and Division Chair. Provide support for faculty and students in the division.	30
Collaborate with the Division Chair, Science Lab Supervisor and NS Faculty, maintain awareness and compliance of laboratories with federal, state, and local regulations. Other duties as assigned.	30

*This position description describes the general qualifications, duties and responsibilities of work being performed.*