

**RANGE N02**

**JTC NO. CY4  
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Lab Assistant

**DATE PREPARED:** Fall 2008

**DATE REVISED:** Spring 2009; Summer 2012; Summer 2013; Fall 2016

**GENERAL SUMMARY:** Provides direct tutorial, training and/or instructional lab support to students and laboratory personnel in an instructionally supervised laboratory.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Under supervision, prepares laboratory experiments/exercises necessary to demonstrate learning experiences taught by course instructor in lecture environment.
- Assists in the supervision of lab activities to ensure a safe learning environment.
- Assists students through clarification of course assignments, lectures, tests and lab exercises.
- Works with students individually and in small groups to demonstrate procedures and use equipment and materials.
- Troubleshoots minor equipment repairs; may coordinate major repairs with vendors or college repair department.
- Provides clerical support to include ordering, cataloging, and maintaining laboratory supplies and equipment. Assists in the preparation of reports and correspondences.
- Provide instruction to students in non-credit/non-transferable courses. Occasionally instructs credit classes in the absence of the assigned instructor.
- Assist instructor through selection of tests from tests banks, administration of exams, and recording grades. May participate in development of curriculum/resources.
- Participate in periodic inventory of capital equipment.
- Maintain a variety of related records and provide information required for decision-making.
- Performs other duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**Lab Assistant**  
**Page Two**

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Associate's degree or higher plus one year of work experience in the assigned area which includes experience in teaching, tutoring and training **or** high school graduate plus three years of work experience in the assigned area which includes experience in teaching, tutoring and training. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Some instructional areas may require greater degree of knowledge based on instructional programs. Knowledge of safe use and disposition of hazardous chemicals. Oral and written communication skills to deal effectively with individuals from diverse backgrounds and varying levels of DCCCD staff. Strong knowledge and experience in providing effective customer service. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

ccp: 07/26/08  
revised: 04/2009-ccp  
revised: 08/2012 - emm  
revised: 07/2013 - emm  
revised: 12/2016 - emm  
ADA/tmm 10.10.18