

## **POSITION DESCRIPTION**

### Instructional Lab Assistant I (Cosmetology)

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**Position** ..... Instructional Lab Assistant I (Cosmetology)

**Department/Site** ..... Career/Technical & Continuing Education

**FLSA** ..... Non-Exempt

**Evaluated by** ..... Dean of Career/Technical & Continuing Education

**Salary Range** ..... 21

#### **Summary**

Provides technical assistance to students either in a classroom or extended or walk-in laboratory setting, who are involved in non-credit or pre-college course work, or who work under the guidance of a Technician or faculty member in a credit area. Tasks performed require technical competence in the subject taught in an assigned laboratory setting.

#### **Essential Duties and Responsibilities**

- Maintains laboratory in a safe, clean and orderly fashion.
- Prepares and issues materials and supplies necessary for the assigned laboratory setting.
- As assigned, orients and assists students in the purpose and use of various laboratory materials.
- May perform regular and recurring clerical functions. Ensures that students sign in to the laboratory. Prepares orientation, and testing schedules. Organizes for easy access and use, and may rewrite learning materials. Maintains files as assigned.
- Serves as a liaison between the student and instructors and tutors.
- Maintain appropriate and secure storage of materials and supplies.
- Performs other projects and duties as assigned that support the overall objective of the position.

#### **Qualifications**

##### **- Knowledge and Skills**

- Knowledge of principles, practices, procedures and materials of the assigned laboratory setting.
- Knowledge of health and safety regulations applicable to the assigned laboratory setting.
- Knowledge of appropriate methods for the preparation of materials and supplies in the assigned laboratory setting.
- Knowledge of standard and common knowledge continual clerical practices in a laboratory setting.
- Knowledge of proper English grammar, vocabulary, syntax, spelling, and punctuation.

##### **- Abilities**

- Ability to carry out responsibilities of the job in the assigned laboratory setting.
- Ability to relate positively to students.
- Ability to communicate effectively orally and in writing.
- Ability to perform general clerical duties.
- Ability to operate computers as needed in the assigned laboratory setting.

#### **Physical Abilities**

- Requires sufficient ambulatory to move to work stations.
- Requires sufficient arm, hand, finger dexterity in order to use a personal computer keyboard and other office equipment.

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- Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings.
- Requires visual acuity to read numbers and words and to observe students perform tests and assignments.

#### **Education and Experience**

- A high school diploma, or the equivalent, and one year of cosmetology experience.

#### **Licenses and Certificates**

- May require a valid driver's license.

#### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist from physical labor.