

**The University of British Columbia
STANDARD JOB DESCRIPTION**

Job Title: Laboratory Assistant

Level Definition:

Positions in this classification perform routine lab cleaning tasks and assist with stocking, sorting and simple preparation tasks.

Typical Duties:

Cleans and sterilizes glassware.

Performs laboratory clean up tasks.

Assists in basic maintenance of lab teaching equipment.

Assists in stocking supplies and updating inventory.

Assists in routine sorting of samples.

Prepares media and other simple preparation tasks.

Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Decision Making/Accountability:

Not exercised at this level.

Supervision Received:

Works under direct supervision, from oral instructions and to established procedures.

Supervision Exercised:

None.

Minimum Qualifications:

High school graduation or an equivalent combination of education and experience.

Specific “abilities”, “knowledge” and “experience” required for the position are outlined in the position description.

This standard Job Description is for classification purposes only, and is not a position description. Standard Job Description qualifications represent the amount of education and experience typically required for full performance on the job, and is outlined for classification and compensation purposes. Note that specific “abilities”, “knowledge” and “experience” required for the job should be outlined in the position description and posting, but are not specified in the Standard Job Description.