



## POSITION DESCRIPTION

### Instructional Lab Assistant I (Visual & Performing Arts)

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**Position** ..... Instructional Lab Assistant I (Visual & Performing Arts)  
**Department/Site** ..... Visual & Performing Arts  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Dean of Visual & Performing Arts  
**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, including one or more assigned areas such as ceramics, photography, and painting/drawing in an assigned laboratory setting.

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

- Maintains laboratory in a safe, clean and orderly fashion.
- Assists with display set-up for Gallery exhibitions.
- Prepares and issues materials and supplies necessary for the assigned laboratory setting.
- Tutors and instructs individual students and small groups of peer-level students in a laboratory or classroom-type setting to develop and increase students' skills in the assigned laboratory setting. Reinforces and reintroduces information and materials presented in class and introduces alternative or expanded information not presented in class to enhance student understanding.
- Instructs students in laboratory procedures and in the purpose and use of appropriate laboratory materials. May instruct students in the use of computer, including computer basics and access to educational software packages applications.
- Reviews tests or assigned work with students, determines which concepts were misunderstood, and assigns additional work to help enhance understanding of course content. May advise students on techniques for alleviating test anxiety.
- As assigned, orients and assists students in the purpose and use of various laboratory materials.
- Tutors students in laboratory procedures, providing technical assistance to students, and assisting assigned faculty members, as necessary.
- Tutors and instructs students in learning and test-taking strategies, or demonstrates assigned laboratory activities.
- Performs 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. Keeps instructors apprised of student progress. May assign a student tutor whose skills match the needs of the client student.
- Reads and maintains up-to-date familiarity with materials used in the assigned laboratory setting.
- May proctor tests or completion of assigned projects in the absences of the instructor.
- Organize and inventory materials.
- Performs other projects and duties as assigned that support the overall objective of the position.



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#### **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.
- Ability to load, fire, and unload ceramic kilns (some training provided).
- Ability to mix and maintain ceramic glazes, stains and engobes (some training provided).
- Ability to maintain clay supplies, mix, pug and store recycled clay.
- Ability to inventory and maintain raw materials: glazes, oxides, clays, etc.
- Ability to lift heavy materials regularly and repetitively of 50 pounds boxes of clay and 40 pound materials lifted into the kiln.

#### **Physical Abilities**

- Requires the ability to repetitively lift, carry, and/or move heavy weights of up to 50 pounds on a regular basis.
- Requires the ability to climb, stoop, kneel, and crouch on a regular basis.
- Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.
- Requires auditory ability to hear machinery sounds and alarms.
- Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress.

#### **Education and Experience**

- A high school diploma, or the equivalent, and one year of ceramics/art 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.