

Job Description

Job Title:	Microbiology Prep Room and Lab Assistant
Department:	Biology
Reports To:	Administrative Officer and Associate Chair, Undergraduate Studies
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	November 2016

Primary Purpose

Provides support to Lab Technicians and ensures the smooth daily operation of the Microbiology Preparation Rooms in Biology I and the Science Teaching Complex. This position is also responsible for assisting with one first or second year undergraduate course. This position is equally accountable to the Administrative Officer for administrative issues and the Associate Chair, Undergraduate Studies for technical issues. This is a full-time position from September to March each year.

Key Accountabilities

Microbiology Preparation Rooms:

- Decontaminates and sterilizes lab waste and requisite materials
- Washes and prepares large volumes of laboratory glassware for all microbiology lab courses within a very short timeframe
- Replenishes supplies in teaching labs before each laboratory session
- Loads and unloads autoclave, dishwasher and dryer
- Maintains the organization of the glassware storage room
- Collects and distributes lab coats for all undergraduate microbiology courses in the STC building
- Assists with end of term undergraduate lab cleanup

Undergraduate Course Assistance:

- Prepares and provides requisite materials including media, reagents, cultures and solutions; pours large volumes of plates and culture maintenance
- Subsequent clean-up of the laboratory space with the appropriate handling and disposal of used materials and cultures at the end of each laboratory exercise
- Demonstrates proper and safe operation of equipment including: autoclave, steamer, centrifuge, compound microscopes and fume hood
- Anticipates stock levels and replenishes in a timely manner
- Researches and orders course lab supplies
- Prepares demo plates as required

Assisting Department Technicians:

- Fills racks with test tubes and caps tubes
- Pours petri plates aseptically
- Packages pipettes for sterilization
- Generally assists Lab Technicians when needed

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

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Education <ul style="list-style-type: none">• BSc or College Diploma in Biology or equivalent combination of education and experience
Experience <ul style="list-style-type: none">• Two years' experience in a related field. Requires intermediate knowledge of microbiology techniques.• Prior experience as a Teaching Assistant would be an asset.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Ability to manage multiple priorities in a fast-paced environment is essential.• Excellent written and oral communication skills required.• Demonstrated proper and safe use of equipment: autoclave, steamer, centrifuge, compound microscopes, fume hood• Basic skill level using Microsoft Office Suite

Nature and Scope

- **Contacts:** Internally, communicates with Lab Technicians on matters related to the Microbiology Preparation Room. This position is required to work together with a Lab Technician and Lab Instructor in all aspects of one undergraduate lab. Externally, communicates with suppliers to order lab supplies.
- **Level of Responsibility:** Responsible for the smooth daily operations of the Microbiology Preparation Rooms while adhering to the proper University policies and guidelines.
- **Decision-Making Authority:** The position works with the Associate Chair, Undergraduate Studies to ensure proper interpretation and application of University policies and guidelines.
- **Physical and Sensory Demands:** Handles large volumes of molten agar (burn hazard), as well as exposure to a wide range of microbial media and solutions with diverse chemical composition. Continual exposure to heat from tap water when rinsing tubes, unloading dishwasher and autoclave. Long periods of standing when washing glassware. Regular lifting and moving of heavy objects (buckets and glassware racks).
- **Working Environment:** Laboratory environment with some exposure to offensive odours, especially from autoclaving