Position Specific Summary:
The home base for this position will be in Accessioning, within the Accessioning, Glassware and Media Prep Unit of the Administration and Finance Division of the State Hygienic Laboratory. This position will cross-train in Glassware and Media to provide flexibility in staffing for the variable workload.

Under direct supervision, performs technical and allied duties related to the function of a clinical, environmental, teaching or research laboratory and requiring a limited degree of skill. May use microscopes and other instruments and test equipment to make simple quantitative and qualitative analysis; maintains a laboratory area and equipment and provides functional supervision to Laboratory Assistants as required.

Position Status: Regular

Shift:
Tuesday through Friday are 5:30am - 2:00pm and Saturday 5:30am to 12:30pm.
Monday through Friday are 5:30am - 2:00pm.

These positions will also need to be aware that if we have an increase in samples, these positions will need to adjust their hours to accommodate the work.

Key Areas of Responsibilities and Specific Job Tasks

<table>
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<tr>
<th>Classification</th>
<th>Specific Job Duties and Tasks</th>
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<tbody>
<tr>
<td>Characteristic Duties and Responsibilities</td>
<td>• Performs simple and repetitive tests on experimental materials or animals to process environmental samples or biological specimens, such as adding chemicals and recording color changes, counting blood cells under a microscope, and recording food intake of animals.</td>
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<td>• Records data from standard laboratory equipment such as oscilloscopes, pressure transducers, amplifier-recorders, etc.</td>
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<td>• Prepares simple chemical solutions for media, reagents, and drugs according to established instructions or procedures.</td>
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<td>• Performs routine cleaning and preventative maintenance in a small laboratory area and for laboratory equipment therein.</td>
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- Receives, and properly distributes, incoming mail, freight, laboratory supplies, biological specimens or environmental samples, and directs and performs the packing and mailing of outgoing freight, specimens and reports.
- Assembles and dismantles experimental equipment according to set standards. May assist in building more complex equipment.
- Maintains supplies and equipment for small laboratory areas and reports of lacking stocks. Assists with this function in large laboratory areas.
- Performs data entry to label and process laboratory specimens.
- Responds to telephone inquiries regarding laboratory specimens. Investigates and resolves minor laboratory questions.

### Primary duties in Accessioning
- Daily Quality Control (QC) checks: Infrared (IR) thermometers, refrigerator temperatures, eye wash checks.
- Send and receive Ankeny-Lab samples.
- Sorting clinical versus environmental samples.
- Understand clinical versus environmental test request forms (TRF).
- Sorting clinical samples by section.
- Labeling clinical and environmental samples with LIMs labels.
- Scan and copy test request forms (TRF) for clinical and environmental samples.
- Complete data entry and verification on environmental and clinical samples.
- Learning clinical and environmental specific tasks based on sample type.
- Running afternoon specimen pick up route to bring samples to the lab.

### Duties in Glassware
- Use of appropriate personal protective equipment (PPE) and related safety practices.
- Understand process of replacing red bio-hazard containers.
- Understands knowledge of dirty versus clean glassware for pick-up and delivery.
- Understands how to use dish washers, ovens, ultrasonic cleaner and related maintenance.
- Understand how to operate autoclave.
- Understand how to prepare certain bottles for environmental kits to go to clients.
- Knowledge of section specific supplies for cleaning and returning.

### Duties in Media
- Use of appropriate personal protective equipment (PPE) and related safety practices.
- Understand how to operate autoclave.
- Accuracy in pipetting and other measuring devices.
- Knows location of media orders.
- Understands how to create lot numbers and expiration dates.
- Understand media storage requirements.
- Understand proper use of instrumentation and maintenance.

### Knowledge Skills and Abilities
- Knowledge of care and use of laboratory equipment.
- Knowledge of principles of sanitation, health hazards, and the necessary precautionary measures.
- Knowledge of standard cleaning techniques and equipment and supplies required.
- Knowledge of keyboarding and computer data entry skills.
- Ability to use proper bending and lifting techniques.
- Ability to communicate effectively with others.
- Ability to follow oral and written instructions.
- Ability to collect data, keep accurate records, and prepare reports.
- Ability to work with computerized inventory control systems.
- Ability to use and care for tools in maintenance and repair work.
- Ability to prepare chemical solutions according to instructions.
Universal Competencies

| Collaboration/Positive Impact | Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. |
| Diversity, Equity and Inclusion | Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences. |
| Service Excellence/Customer Focus | Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers. |

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual.

Proficiency levels are defined as:

**Basic Application** - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience** - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience** - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader** - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

### Position Qualifications

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<th>Minimum Eligibility Requirements</th>
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<td>• One year of related laboratory experience, or</td>
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<td>• Any combination of related experience and/or related undergraduate courses in physical or natural sciences that is equivalent to one year of full-time employment.</td>
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<td>• Possession of a valid state or commercial driver's license, as well as an ability to meet UI Fleet Safety Driving Record Review Standards.</td>
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<th>Desirable Qualification</th>
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<tr>
<td>• Two years of related laboratory experience, or</td>
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<td>• Certified Laboratory Assistant (CLA) certification</td>
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See requisition # 21003944 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu)

Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.