**Position Specific Summary:**

The State Hygienic Laboratory (Iowa’s Environmental and Public Health Laboratory), at the University of Iowa, has an opportunity for you to make a difference as a Lab Technician I. The position is to contribute to the Microbiology section of the State Hygienic Laboratory (SHL). Within a high-volume, fast-paced clinical lab environment, under direct supervision, performs technical and allied duties related to the function of a clinical laboratory and requiring a limited degree of skill. Maintains a laboratory area and equipment.

**Position Status:** 1 Year Specified Term

### Key Areas of Responsibilities and Specific Job Tasks

<table>
<thead>
<tr>
<th>Classification</th>
<th>Key Areas of Responsibility</th>
<th>Specific Job Duties and Tasks</th>
</tr>
</thead>
</table>
| **Procure and deliver goods and services** | | - Logs-in and sets-up specimens to be tested in the microbiology lab under BSL2 conditions.  
  - Performs routine cleaning and preventative maintenance in a small laboratory area and for laboratory equipment therein.  
  - Receives and properly distributes laboratory supplies.  
  - Maintains supplies and equipment for small laboratory area and reports of lacking stocks.  
  - Responds to telephone inquiries regarding laboratory specimens. Investigates and resolves minor laboratory questions. |
| **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. |
| **Primary duties in Microbiology** | | - Use of appropriate personal protective equipment (PPE) and related safety measures  
  - Daily Quality Control (QC) checks: refrigerator and freezer temperatures, eye wash checks  
  - Order tests for reference, ARLN, enteric, and parasitology samples  
  - Set-up reference, ARLN, and enteric specimens |
• Process specimens for the parasitology bench
• Understand how to operate autoclave. Autoclaves biohazardous waste and prepares waste tubs for pickup. Autoclaves non-sterile lab supplies for use in testing
• Maintain inventory for the microbiology section
• Receive and store laboratory supplies
• Perform media QC for non-exempt and in-house made media. Understand media storage requirements.
• Freeze bacterial isolates and discard samples
• Answer phone calls

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**

| Required Qualification | • One year of related laboratory experience, or |
|                        | • 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. |
Desirable Qualification

- Two years of related laboratory experience, or
- Certified Laboratory Assistant (CLA) certification.

See requisition # 22005409 at 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, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.