JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Laboratory Technician

Job Code: 3951

Salary Grade: S05

FLSA Status: Non-Exempt

Job Family: Research

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Performs routine tests and analyses in a laboratory using appropriate technical equipment and instruments. Performs diagnostic laboratory tests and examinations according to standardized procedures, records and reports results.

- Performs specialized tests on patients to include but not limited to collecting samples and performing vestibule tests, bio-electronic exercising, and physiological function tests, and andrology and endocrine tests to assist physicians in the diagnosis and treatment of diseases.
- Performs chemical, physical, or biological tests and supports scientific investigators in research projects.
- Operates laboratory equipment, to include but not limited to centrifuges, titrators, pipetting machines and pH meters.
- Plans, sets up, and undertakes controlled experiments and trials.
- Records and analyzes data.
- Calculates test results, logs, and reports results to the supervisor.
- Conducts daily quality control and performs instrument calibration and adjustment prior to performing lab tests.
- Compiles, enters, and graphs data and files reports.
- Inspects and makes minor repairs to laboratory equipment, assesses lab needs to order and stocks supplies and orders equipment.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High School Diploma.

Preferred: Associate's Degree in a Biological or Physical Science.

Experience:

Required: None.

Required Certifications or Licenses:

· None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of laboratory procedures
- Knowledge of the proper handling of chemicals and biohazardous materials
- Ability to perform mathematical calculations in different units of measurement
- Knowledge of Microsoft Office Suite or other relevant programs
- Detail oriented and excellent organizational skills
- Ability to communicate verbally and in writing

Working Conditions

Physical:

Standing for prolonged periods. Manual dexterity, walking, and talking. Ability to move or lift up to 20 pounds.

Environmental:

Laboratory Environment. May be exposed to biohazardous materials, blood borne pathogens, or chemicals.

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