



**Job Specification**

**Job Title: Instructional Lab Assistant II**  
**BCAT Code: 606X AA**  
**Pay Grade: G09**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Prepares laboratories and assists Teaching Assistants. Maintains records, supplies, and equipment.

**Examples of Duties**

- Prepares undergraduate labs, including all necessary reagents and specimens.
- Assists Teaching Assistants and coordinates schedule of teaching.
- Cares for live specimens.
- Orders necessary laboratory supplies and maintains inventory.
- Maintains all records, including equipment inventory, pertinent to laboratory operation.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Effective time management, communication, and organization skills.
- Knowledge of course subject matter.
- Knowledge of basic lab procedures.

**Minimum GSU Hiring Standards**

High school diploma or GED and three years experience in a college level laboratory; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*