**Lab Assistant 1**

Lab Assistant 1, under general supervision, performs diversified laboratory duties which may be routine or repetitive and may require the use of varied procedures. Duties may include, but are not limited to:

* Performing a small number of technical functions with clearly prescribed methods and materials to be used, or a single technical function requiring limited decision making in the selection of materials and methods.
* Performing routine set-up and clean-up of laboratory equipment.
* Maintain appropriate records
* May suggest simple procedural or method revisions.
* Report any concerns about the lab operation to their supervisor or designee
* Provide customer service and provide technical support and assistance for students
* Performing other related duties as assigned or required.

**Science (add on):**

* Check on experiments and live animals

This position will report to *insert department* and *insert title of supervisor/manager. (If there will be a requirement for them to locate to a location outside of the Cheney campus, add a note)*

This position will work *insert days and hours per week. Monday -Friday*

*Or*

*Option 2*

**Required Qualifications:**

Applicants must be reliable, responsive, willing to take direction and follow guidance.

Applicants must have the ability to effectively communicate with a diverse population in person or via phone.

Applicants must be detail oriented and able to enter data and set up labs with accuracy.

Applicants must be able to work with others, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, patience, empathy and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Preferred Qualifications for Digital Arts Lab:**

Applicants that have experience with design, digital art or computer science

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

 **All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**