



COLLEGE OF LIBERAL ARTS

OPTICAL SCIENCE & TECHNOLOGY CENTER

LOCAL JOB DESCRIPTION

UIMF LAB ASSISTANT, OSTC

EMPLOYEE INFORMATION

Name		Employee ID	
University ID		Position Number	00143641
Classification	Student Hourly	UI Job Code/Grade	S160
Job Function	Gen Sci Lab	Job Family	Student Hourly
Working Title	UIMF Lab Assistant	Org/Dept./Sub-dept. #	11/1800/2000
Org/Department	Optical Science & Technology Center	Supervisor	Aju Jugessur
Does this position have Administrative Supervision?	No	Supervision Exercised	Indirect

JOB FUNCTION: Gen Sci Lab

Provide support in various facility operations. He/she will help in maintenance, calibration, repair, trouble shooting of various pieces of equipment such as metal evaporators, reactive-ion etcher, lithography tools, resist spinners, metrology tools and mask aligner. The lab assistant will also provide assistance in developing several micro/nanofabrication processes and standard operating procedures. He/she will be involved in the facility housekeeping, keep track of lab consumables, interact with users and ensure that the facility rules are adhered. This is an excellent opportunity to obtain hands-on experience and research skills on state-of-the-art micro/nano tools and processes in a modern cleanroom environment and develop key skills critical in the emerging micro- and nanotechnology sectors. There will be opportunities to co-author research publications as well.

Job Family: Student Hourly

\$15/hour, 20 hours a week
PHA2_templt

1. KARS (KEY AREA OF RESPONSIBILITY)

KARs	Specific Job Duties and Tasks
Inventory Responsibility	<ul style="list-style-type: none"> Receives, and properly distributes, incoming mail, freight, laboratory supplies, specimens or samples, and directs and performs the packing and mailing of outgoing freight, specimens and reports.
Technical Laboratory Capability	<ul style="list-style-type: none"> Demonstrate knowledge of and perform clinical laboratory testing using standard laboratory procedures, principles, practices, concepts and theories. With experience will work entirely independently; train others; attain ability and knowledge to suggest modifications or adaptations to established methods; recommend process improvements; verify new tests and revise procedures.
Instrumentation and Technology	<ul style="list-style-type: none"> Perform daily operation and routine maintenance, calibration, and assist in troubleshooting of laboratory instruments and equipment. Direct routine maintenance and calibrate instruments.
Quality Control/Quality Assurance/Quality Improvement/Quality Assessment	<ul style="list-style-type: none"> Perform quality control and quality assurance procedures in accordance with established policies. Recognize basic problems and adhere to quality standard procedures. Maintain quality control and quality assurance procedures in accordance with established policies and regulatory requirements; assemble quality control data for further analysis; recognize problems; and document issues; and initiate corrective actions.
Outreach and Communication	<ul style="list-style-type: none"> Interact with internal and external partners as necessary. Communicate results to users with precision and clarity. Consult and interact with external and internal partners regarding methods and results; interpret results for service center users; assist in the creation and design of outreach materials. May provide presentations.
Compliance/Administration	<ul style="list-style-type: none"> Work closely with Department Administrator regarding administrative and compliance issues.
Financial Responsibility	<ul style="list-style-type: none"> Initiate purchasing requests for supplies, equipment, etc.
Inventory Responsibility	<ul style="list-style-type: none"> Receives, and properly distributes, incoming mail, freight, laboratory supplies, specimens or samples, and directs and performs the packing and mailing of outgoing freight, specimens and reports.

2. UNIVERSAL COMPETENCIES

Title	Definition
Collaboration and Embracing Diversity	
Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, nationalities, genders, ages, etc. (PAA2)	Demonstrates Working Experience in the following manner: <ul style="list-style-type: none"> •Shares appropriate information/feedback openly, professionally and respectfully. •Models open, respectful, accepting, and supportive behaviors with team members. •Maintains productive work relationships while considering multiple perspectives and using effective conflict resolution practices. •Uses sensitivity in communicating with individuals of diverse backgrounds
Positive Impact/Achieving Results	
Ability to utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. Able to demonstrate ethical behavior in diverse situations while producing results (WE) (PAA2)	Demonstrates Working Experience in the following manner: <ul style="list-style-type: none"> •Adjusts to and develops self to prepare for new or changing assignments, processes, people, and priorities as organizational needs dictate. •Sets clear expectations for self and team to achieve work objectives and overcome obstacles. •Strives for excellence in performance by upholding established ethical standards and upholding university values •Provides frequent updates on operations and financial performance to leadership.
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 (WE) (PAA2)	Demonstrates Working Experience in the following manner: <ul style="list-style-type: none"> •Enhances service by seeking ways to add value to customer interactions/services. •Demonstrates sincere concern and takes responsibility when a customer complains, even if the cause of the problem lies elsewhere. •Listens to feedback without defensiveness and uses it to enhance communication effectiveness. •Communicates in alternative ways to accommodate different listeners.

3. TECHNICAL COMPETENCIES

Title	Definition
Laboratory Equipment Operation	Knowledge of and ability to operate, calibrate and maintain laboratory equipment used in quantitative and qualitative analysis while adhering to standard laboratory quality, safety and operating procedures.
Laboratory Practice Quality Assurance (LPQA)	Knowledge of guidelines and principles for quality assurance in a laboratory environment; ability to monitor and evaluate the appropriateness of laboratory practices for general laboratory safety and adherence to policies, regulations, and certification requirements
Laboratory Results Reporting	Knowledge of laboratory results reporting (LRR) standards and procedures; ability to effectively communicate laboratory results in electronic form.
Administrative	Knowledge of keyboarding and computer data entry skills. Ability to communicate effectively with others. Ability to follow oral and written instructions. Ability to collect data, keep accurate records, and prepare reports.

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](#).

Position Qualifications

Education or Equivalency Required	Second or Third year undergraduate students in mechanical, electrical engineering or physical sciences preferred with at least 2 years of laboratory experience.
Required Qualification	Inquisitive, experimentalist, proactive, sound judgment, critical thinker, strong organization and multi-tasking skills, excellent written and oral communication skills.
Desirable Qualification	Keen interests in nanotechnology, semiconductor device fabrication, knowledge of cleanroom, use of optical microscopes and electronic equipment, experience working with chemicals.