

Job Title:

Lab Assistant

Job Description:

The Lab Assistant will be responsible for managing the daily operations of both the research and compounding labs. The responsibilities encompass all aspects of the lab not limited to: instruments, equipment, and supplies needed to ensure the lab smoothly.

Reports to:

Chair, Pharmaceutical and Biomedical Sciences

Classification:

Full-time, Exempt

Essential Duties:

For the Research Lab

- Update and maintain the Lab safety Plan/Manual and the Safety Data Sheet Manual
- Ensure all laboratory reagents and supplies are available and order them when needed
- Manage and update chemical inventories
- Assist others in performing lab techniques
- Manage laboratory is in compliance with all regulation
- Train lab users on the correct use of the lab equipment and knowledge on safety polices/ procedure
- Ensure all instrumentations/equipment is functioning properly and, if required, contact the appropriate personnel for repairs and maintenance
- Maintain instrument log
- Maintain research budget/expenditure of individual faculty

For the Research Lab

- Identifying and procurement of materials, equipment, glassware and supplies
- Maintenance/control of inventory
- Setting up of the lab for the specific extemporaneous preparations as per the course
- Routine monitoring and helping students during experiments
- Collection and grading of preparations

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Chair, Pharmaceutical and Biomedical Sciences.

Qualifications/

Education:

Salary:

B.S or Pharmacy Technician or other related degree

CHSU offers competitive wage and benefits packages and is an EEO employer



Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **LAB ASSISTANT** in the subject field of the email.