JUNIOR ASSISTANT - GRADE 2

Generic Position Overview

**Family:** Natural and Applied Science

**Cluster:** (NAS2) Junior Assistant

**Note:** Employees of Queen's University work in a challenging and diverse environment. Queen's is committed to encouraging the development of new skills and attributes in its workforce. It is critical that staff are able to adapt to a changing work environment and to acquire new skills as these become necessary.

Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

**Generic Position Summary:** Incumbent provides general technical assistance normally in a research laboratory or shop, including preparing equipment, media, and cultures, washing and sterilizing glassware and utensils, and maintaining equipment and laboratory space. Provide assistance to other staff and perform general experimental duties such as set-up and recording results according to protocol.

**Primary Duties And Responsibilities:** Wash and autoclave glassware according to safety standards and procedures.

Prepare equipment for laboratory use, including pipettes, filters, and utensils.

Prepare standard media and solutions. Maintain specimens and cultures, including freezing.

Sterilize and repackage instruments and properly dispose of biohazard waste.

Provide general assistance in lab, including inventory of laboratory or shop supplies and equipment, organizing and tidying lab/shop, and providing assistance to other staff including recording and reporting experimental results as directed. Perform basic maintenance and clean laboratory equipment including incubators, hoods and benches.

Undertake other duties as delegated in support of the unit or department.

**Required Background:** Secondary school diploma. Previous experience in related laboratory environment preferable, but skills can be acquired on-the-job. Safety-related training will be provided on-the-job. Consideration will be given to an equivalent combination of education and experience.

**Special Skills:** Typical skills that *may* be required in the performance of job
duties include:

Tact, tidiness and eagerness to learn.

Basic laboratory and computer skills

Experience with some basic machinery or lab instruments in order to aid in experimental procedure will be considered an asset.

Attention to detail is important in solution preparation.

Ability to follow verbal and written instructions carefully.

**Decision Making:** Examples of the types of decisions regularly made on the job:

Determine work priorities within established deadlines.

Decide how to deal with tissue culture that has become contaminated.

Determine which set of procedures to follow in dealing with waste materials.

Decide when to refer potential problem situations (eg. a spill) to more senior staff.

**Supervisory Responsibilities:** NONE

*Last update: December, 1999*