



University System of Maryland Job Class Specification

TITLE: LABORATORY HELPER
FLSA: NONEXEMPT
EEO6: H70
IPEDS-SOC: 19-4099

JOB CODE: N03LHW
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: RES LAB

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under direct supervision, performs laboratory housekeeping and stocking and runs errands.

PRIMARY DUTIES

1. Cleans and sterilizes glassware.
2. Stocks shelves and drawers.
3. Cleans equipment and work areas according to specific instructions.
4. Separates and prepares laboratory materials for recycling.
5. Delivers and picks up specimens or materials as instructed.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: None

EXPERIENCE: None

OTHER:

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REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to read and write and to follow oral and written instructions; to operate laboratory equipment such as autoclaves and other sterilizers; to lift, transport and deliver materials and stock laboratory supplies and goods; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform job.