

## Job Description for Temporary, Casual or Interim Positions

|                                      |                       |                  |           |
|--------------------------------------|-----------------------|------------------|-----------|
| <b>Job Title</b>                     | Lab Set-up Technician |                  |           |
| <b>Interim Job Code</b>              | INT011                | <b>Pay Grid</b>  | Temporary |
| <b>Student Work Program Job Code</b> | WPS011                | <b>Pay Grade</b> | Level 1   |

### Job Summary

Responsible for completing the set-up and maintenance of room and equipment required for teaching and clinical skills practice.

### Accountabilities

1. Prepare skills lab equipment or teaching station for classes according to direction provided by course coordinator.
2. Complete the setup and takedown of rooms and equipment required for classes and clinical skills labs.
3. Maintain and organize equipment storage room, computer equipment and lab linen. Report damaged or missing equipment.
4. Stock/re-fill supplies.

### Qualifications

**Education:** Must be a current student in the specified department.

**Experience:** Basic IT/AV knowledge.

### Working Conditions

- Required to lift and carry equipment and supplies (up to 30 lbs).
- May be required to work in awkward physical positions when setting up lab equipment.