**Definition of Class**
This position is responsible for the assembly, maintenance, repair and modification of existing laboratory equipment, and the inventory of equipment. Incumbent provides guidance and assistance to students in disposing of chemicals and setting up equipment for experiments. This position reports to a faculty member or a Dean.

**Examples of Work Performed**
Maintains and repairs existing laboratory equipment.

Supervises and assists students in setting up equipment for experiments

Sets up and modifies laboratory equipment for research and experimental use in laboratory

Maintains inventory of all department equipment.

Maintains computer equipment used during presentations, research and class lectures and installs new software and hardware

Acts as safety officer ensuring safety protocols and procedures are followed and materials used during experiments and research are disposed of properly.

May operate machine shop equipment: milling machines, lathes, grinders, cutters, sheet metal equipment, drill press, welders, soldering irons, saws, and woodworking equipment to construct or report needed laboratory equipment.

Maintains vehicle fleet used for departmental travel and lab usage

Assembles new equipment to be used in the laboratory.

Monitors student, staff and faculty use of laboratory facilities to ensure proper usage

Designs and repairs equipment used in the laboratory, as required.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Repairs and maintains equipment.
2. Provides guidance and assistance to students in disposing of chemicals and setting up equipment for experiments.
3. Modifies equipment to be used for research labs.
4. Performs and maintains departmental inventory of laboratory equipment.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

**Vision:** Requirements of this job include close vision and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; and lift or carry. The incumbent is periodically required to talk and hear; and stoop, kneel, crouch or bend. The incumbent is occasionally required to sit; climb; and reach with hands and arms.

Experience/Educational Requirements:

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

AND

**Experience:**
One (1) year of experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/Title IX /504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.