

General Lab Tech/Support Staff Member job description for BSC1005/L

The general biology courses for non-science majors, BSC1005 and BSC1005L, each enroll more than 1,000 students/semester. There are 42 lab sections of BSC1005L held M-F in 2 lab rooms, 418 and 421 Carothers.

Vision statement: To serve the students, staff and faculty of FSU in a prompt, professional manner.

- Work as a team member to assist with lab prep and maintenance. May include making gels and solutions, replenishing materials in labs each day, tending blackworms, labeling test tubes, etc.
- Assist with lab break down and set up in 421 Carothers prior to wet lab which begins at 1:30 Friday afternoon. Break down and set up of Rom 418 begins on Friday afternoon any time after 1:10.
- Keep the prep room tidy: dishes and lab materials clean and put away.
- Help to create the general lab tech/support staff work schedule to optimally staff the office M-F from 8-5pm, with no more than 2 members in the office at a time. Each shift should be at least 2 hours long.
- Remember to remain professional when on duty.
 - Keep chatting to a minimum (realize students in the hall can hear you and you may distract others who are working).
 - Only general lab tech/support staff members are allowed in the office space. If TAs or tutors need you for personal reasons, please leave the office and talk elsewhere.
 - Answer the phone professionally; “General Biology” is a suitable option.
 - Use discretion when discussing student matters; remember we have all signed confidentially statements and have had FERPA training.
 - Expect to work on BSC1005/L tasks your entire shift. We’re not allowed to pay anyone for working on homework, preparing meals or other personal tasks.
- If no one is in the office suite, be sure the door is locked to the hall.
- We want to be efficient with tasks and make sure they don’t get lost. Each time you report for work:
 - Let course administrators know you have arrived and ask if there is a priority task before going to the office.
 - Check the white board for tasks from the course administrators.
 - Our e-mail system :
 - Check the inbox and your e-mail folder for tasks.
 - If there is a task for a specific person in the inbox, put it in his/her folder.
 - If there is a task in the inbox not assigned to someone and you can’t do it, flag it!
 - Flagged e-mails have not been handled and are ready for adoption.
 - Adopt a task if it is not given to a specific person and notify course administrators that you are taking it on. Before you leave for the day, tell us where you are with the task.
 - If you do not have a task, ask us for one. Please do not wait for us to assign a task.
- Keep all general lab tech/support staff in the information loop.
 - Copy the course coordinator on all e-mails sent from the office.

- Check the office e-mail account frequently during the day. Follow the system so e-mails are not ignored.
- Check the office phone for messages.
- Check the calendar for scheduled tasks.
- Keep up with filing, organizing, discarding, and recycling so that papers do not pile up in the office or stored documents areas.
- Name electronic documents so it is clear which the newest version is. Use v1, v2, etc. Usual procedure is to name the document the same as the title of the document on its first page and keep that name through its various changes except for the v.
- Some general lab tech/support staff members will have specific duties but everyone needs to be willing to assist with all tasks, as needed.
- Drive BSC1005L students in the biology van as needed during the field trip week.
- Check for course coordinator mail anytime you go to Unit 1, at least a week.
- Learn the labs so you can better assist with set up, break down and replenishment during the week.
- Learn the lab and lecture course syllabi so you can answer student questions.
- Assist with proctoring make-up exams in our office for the lecture course, BSC1005.
- Be sure to contact the course coordinator with any issues that need attention.