



Example of Lab Aide Job Description

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Our company is searching for experienced candidates for the position of lab aide. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for lab aide

- Spot any mathematical typos when handling manipulatives and game pieces and bring to attention of faculty member
- Serve as a player for trial run of games before games are used in a "live" classroom with students
- Clean up classrooms and prep areas after activities have concluded
- Responsible for the intake of scheduled and walk-in testing examinees for all the proctored exams at the SAT Testing Center
- Responsible for setting up all the paperwork required for testing
- Setting up the Test Center to receive examinees
- Responsible to keep all standardized test content confidential and locked up at all times
- Responsible to become trained and certified as a Utah Nursing Assistant Examiner, Pearson VUE, ISCET, ETA, RMGA, ESCO, NATE, NCCT, TABE, CASAS, CELSA, SAT Challenge Tests and WorkKeys within 90 days after hire date, and other exams as assigned
- Responsible for keeping updated with any changes with any of the standardized tests offered
- Responsible to answer the phone or reply to emails in order to assist customers in a quick and courteous manner

Qualifications for lab aide

- Responsible to administer all standardized test accommodations for all tests offered, as well, as provide the information for the process to each potential examinees or designee
- Responsible to maintain a clean, organized and safe working environment
- Responsible to test at other campuses or off-campus locations to a group of current students or prospective students
- Be able to individually lift and carry up to 30 lbs
- One year of full-time work experience in a college setting