**Technical Assistant II Standard Job Description**

**Classification Title:** Technical Assistant II

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 4

**Job Description Summary:**

The Technical Assistant II, under supervision, performs a variety of semi-complex technical duties in the operation and maintenance of a research or teaching laboratory or particular research project in physical sciences, engineering, or life sciences.

**Essential Duties and Tasks:**

**60%: Data**

* Grinds, reduces, and analyzes a wide variety of product specimens.
* Enters daily and monthly charges on the computer.
* Coordinates and organizes original and electronic records for operations and safety processes, including data entry for annual chemical inventory.
* Collects and records data and performs semi-complex mathematical tasks involved in summarizing results of experiments.

**20%: Cleaning**

* Cleaning, sterilizing, and packaging of instruments and equipment is performed.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* One year of related experience in performing laboratory procedures or assisting in experimental work within the field of specialization.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Oral and written communication skills.
* Knowledge of laboratory safety procedures.

**Additional Information**

**Machines and Equipment:**

* General Office Equipment
* Lab Safety Equipment

**Physical Requirements:**

* Ability to lift and move moderate weight objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**