**Technican I Standard Job Description**

**Classification Title:** Technician I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 6

**Job Description Summary:**

The Technician I, under general supervision, assists in conducting experiments and technical procedures. Performs some laboratory research activities. Makes and records observations and measurements.

**Essential Duties and Tasks:**

**50%: Laboratory Operations**

* Assists in conducting experiments and technical procedures. Performs some laboratory research activities.
* Reviews literature relating to possible procedures and experiments. Modifies procedures to suit the research need.
* Assists with planning and may supervise technical operations.
* Assists personnel involved in a series of controlled environment or analysis experiments.
* Assists in making chemical and physical analyses which, although they follow standard procedures and tests, may require the exercise of some ingenuity and improvisation.

**30%: Data Entry**

* Uses computer equipment for controlling equipment and compiling data.
* Makes and records observations and measurements.

**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:**

* Two years of related experience.

**Required Licenses and Certifications:**

* None

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

* Knowledge of laboratory equipment, scientific apparatus, and computer equipment.
* Excellent verbal and written communication skills.
* Ability to multitask and work cooperatively with others.

**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**