

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  
SCHOOL MEDICINE- VOLUNTEER SERVICES**

**Volunteers Placement Description: LAB ASSISTANT**

Report To: Clinic or Basic Sciences Administrator & assigned to the Ph.D. or Physician

1. Efficiently file or deliver analyzed slides, laboratory results, articles, research materials and reports.
2. Appropriately assist stocking, cleaning, and organizing the lab work area.
3. Accurately log specimens for analysis.
4. Carefully learn processes necessary to do simple laboratory experiments under the supervision of the physician, technician, or research person.
5. Consistently utilize laboratory equipment necessary in the experiments.
6. Appropriately assist with a variety of laboratory procedures and operations.
7. Accurately maintain records of experiments being conducted.
8. Accurately perform necessary photocopying, computer entry, typing etc.
9. Efficiently run errands and visit other areas of the TTUHSC building(s), hospital, etc.
10. Appropriately assist with research in the library pertaining to the project at hand.
11. Appropriately assist the direct supervisor with projects specific to the lab area and basic science area.
12. Consistently adhere to the required safety procedures and policies deemed necessary by the laboratory staff and supervisor.
13. Regularly report project results and progress to the supervisor in charge of the research project.