**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 Position Title: Lab Assistant

1.2 Position Level: 13

1.3 Occupational Group: Administrative& Technical Staff

1.4 College/OVC: College of Natural Resources

**Purpose:** The Lab Assistant supports laboratory operations by ensuring the efficient management of equipment, supplies, and facilities to facilitate smooth and safe laboratory activities.

**GENERAL ROLES AND RESPONSIBILITIES:**

**Equipment Management:**

* Assist in the setup, calibration, and maintenance of laboratory equipment and instruments.
* Ensure proper storage, handling, and inventory management of laboratory equipment and supplies.

**Laboratory Support:**

* Prepare materials and equipment for laboratory experiments and demonstrations as directed by laboratory supervisors or instructors.
* Assist students and faculty in conducting experiments and using laboratory equipment safely and effectively.

**Safety and Compliance:**

* Adhere to safety protocols and guidelines in handling hazardous materials and chemicals.
* Ensure compliance with laboratory safety standards and regulations.

**Documentation and Record-Keeping:**

* Maintain accurate records of laboratory activities, equipment usage, and inventory.
* Assist in updating and organizing laboratory manuals, protocols, and documentation.

**Cleaning and Maintenance:**

* Clean laboratory glassware, equipment, and work surfaces regularly.
* Monitor cleanliness and orderliness of the laboratory environment, ensuring compliance with hygiene and safety standards.

**Assistance in Research Projects:**

* Support faculty and researchers in conducting experiments, collecting data, and performing routine laboratory tasks.
* Assist in data entry, analysis, and preparation of reports under supervision.

**Training and Orientation:**

* Provide guidance and training to students on laboratory procedures, safety protocols, and equipment operation.
* Orient new students and staff members to laboratory facilities and safety procedures.

**Qualifications and Skills:**

* **Education**: Cl. XII
* **Experience**: Preference will be given to the similar work experience
* **Skills:** Familiarity with laboratory equipment and procedures, attention to detail, strong organizational skills, ability to follow instructions, and commitment to safety protocols.