**UNIVERSITY OF MONTEVALLO  
  
JOB DESCRIPTION**

**Job Title:** Technician

**Immediate Supervisor:** Manager

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**GENERAL DESCRIPTION:** Gathers materials and uses any equipment other than paper and pencil. Performs all technical operations for the group, including the use of a calculator or computer. Unless otherwise instructed, ***only*** the technician in each group may operate equipment such as this.

**ESSENTIAL JOB DUTIES:**

1. Performs all calculations, measurements and lab experiments as necessary. (If additional help is needed for performing a lab experiment, the manager’s help will be requested first, followed by the presenter. The recorder should not be performing the experiment but should record data.)

* *Good tools/phrases to use:*
  + Ensure that equipment is used properly so that results are as accurate as possible.
  + Report data to the recorder clearly and accurately, utilizing the correct number of significant digits and the correct units.
  + “The mass of the \_\_\_\_ is \_\_\_\_\_.”
  + “The calculator gives \_\_\_\_\_\_\_ as the answer. That should be rounded to \_\_\_ and the units are \_\_\_\_.

1. Gathers and returns all materials required in an orderly fashion, and alerts the manager if equipment or supplies have been depleted or are not working properly.

* *Good tools/phrases to use:*
  + Procures all necessary supplies and equipment.
  + Ensure that all group members wear the proper name badge throughout the class period and that name badges are returned at the end of class.
  + Return all necessary supplies and equipment to the proper place at the end of class.
  + “The calculator assigned to our group needs new batteries?”
  + “We used up all of the index cards that are required for this activity.”

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* ability to deal and work with people of different temperaments, backgrounds and educational qualifications
* ability to read and follow instructions
* ability to operate required measurement, calculation, or lab equipment as necessary
* accept constructive feedback from others