

TECHNICAL SPECIALIST *

Function of Job:

Under general supervision of designated staff or faculty member, to provide technical educationally-related support to faculty in various classroom and/or laboratory environments which may include lab supervision and set-up, responsibility for equipment, teaching assignments, and direction of students in maintenance of laboratory areas.

Characteristic Duties and Responsibilities:

1. Be responsible for overseeing assigned laboratory facilities.
2. Be responsible for operation, maintenance, cataloging, repair and set-up of assigned lab equipment and/or instrumentation.
3. Design, develop and construct new experiments and demonstrations for incorporation into lectures and laboratories.
4. May serve as laboratory or classroom teaching assistant with responsibility for instruction of students as assigned, which may include recitation sessions, question/answer periods related to lecture material, demonstrations, and preparation for lab work tasks.
5. Be responsible for maintenance and inventory of laboratory stockrooms, ordering supplies and equipment as necessary.
6. Maintain appropriate files of lab experiments and demonstrations, and consult and advise faculty on same.
7. Supervise students in overall maintenance and clean-up of assigned laboratory areas and/or in other instructional situations as assigned.
8. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in technical field directly related to course work taught in assigned laboratory or classrooms, or Bachelor's degree plus some graduate work in technical field related to courses being taught and appropriate experience as an instructor or equivalent combination of education and experience.
2. Ability to work with students and faculty.
3. Working knowledge of concepts taught in undergraduate courses to which assigned.
4. Elementary knowledge of computer programming.
5. Ability to use and perform minor repairs on equipment appropriate to the technical area.
6. Ability to design and construct demonstrations and experiments.

Additional Desirable Qualifications:

1. Some machine shop experience to facilitate fabrication and construction.
2. Knowledge of elementary principles of other technical fields.

5/23/86
System Approval

5/23/86
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 3/4/76.