



Position Title: PTA Program Lab Assistant

Reports To: PTA Program Director

Classification: Non - Exempt

Position Type: Fifth Level Administrator

Major Responsibilities: Assist and support the Physical Therapist Assistant Program, Program Director, and Faculty members at the Hialeah campus in all activities related to the provision of courses with laboratory components. Additionally, share knowledge and skills with the students within the guidelines of the course syllabus, book, and lectures.

Specific Duties and Responsibilities:

1. Assist during courses with laboratory components including; equipment set-up and take-down, teaching hands-on skills to students, and participating in skills checks and lab exams.
2. Respond to communications (e-mail, voice mail) on a daily basis.
3. Assist with provision of quizzes, exams, collecting assignments, and taking attendance.
4. Provide tutoring during normally scheduled hours, as needed, to students requiring additional help.
5. Participate in open lab activities as time allows.
6. Reports to course instructor any equipment damage or dysfunction.
7. Strives to maintain lab cleanliness and safety, including helping to maintain order and organization in the lab, and preventing food and beverages in the lab.
8. Ensures students use lab equipment in the appropriate way.
9. Monitors and responds to communications on a daily basis.
10. Communicates effectively with all faculty, staff, and students.
11. Maintains current knowledge of program policies and procedures.
12. Models appropriate professional behaviors to students in and outside of class time.
13. Maintains Equipment Inventory List.
14. Perform other duties as directed by the program director.
15. Participate in the self-studies and committees conducted by the University.
16. Support and participate in University Commencement Ceremonies.
17. Performs any special project assigned by the President or supervisor.
18. Perform other duties as assigned

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.