

## **JOB DESCRIPTION**

**JOB TITLE:** Lab Assistant

**JOB STATUS:** Full-time, Non-exempt

**DATE:** December 12, 2013

**REPORTS TO:** Lab Supervisor

**JOB SUMMARY** The Lab Assistant will provide administrative help in the Lab as it relates to specimens and slides.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receives and accessions into computer system specimens for both the Cytology/FISH and Histology department
- Transcribes grosses
- Handles special requests for IHC
- Receives shipments of returned slides and prepares them for QA
- Files all necessary slides and paperwork
- Prepares Cytology and Histology slides on a daily basis to be sent out
- Prepares cases for second opinions and follows up on their return
- Troubleshoots and resolves phone calls regarding patient specimen status
- Coverslipping as needed
- Generates accession logs
- Organizes and maintains block and slide archive
- Other administrative duties as assigned by lab staff

### **EDUCATION AND QUALIFICATIONS**

- Minimum Education of a HS Diploma; Associates Degree preferred
- Must possess excellent organizational skills and attention to detail
- Ability to communicate effectively
- Must have experience with data entry and computers

