Under the direction of the Manager/Supervisor of the Laboratory, is responsible for supporting the operation of the Laboratory by assisting Laboratory Technologists and performing assigned technical duties in a timely and accurate manner. Possible lab rotations through our Histocompatibility Lab, Hemostasis Lab, Molecular Diagnostic and Oncology Labs.

**Sample Processing**
- Receives, classifies and processes specimens in an accurate and expedient manner. Maintains sample integrity and ensures proper identification of all Diagnostic Laboratories’ specimens. Sets up clinical samples for laboratory testing.
- Accurately and completely enters test orders, patient, sample, and billing information into laboratory information systems.
- Solves specimen-related problems as they occur or are discovered and documents final resolution or disposition of involved specimen(s).

**EQUIPMENT USED**
- General laboratory equipment such as centrifuge, pH meter, balance, and pipetter.
- General office equipment such as fax machine, printer, copy machine and telephone.
- Personal computer (PC) interfaced to a Laboratory Information System (LIS).

**MAJOR RESPONSIBILITIES**
**Customer Service**
- Works effectively with inter- or intra-department(s) and project teams to meet customer needs and organizational goals.
- Handles customers’ incoming requests and resolves problems in a prompt and courteous manner. Follows up as appropriate.
- Handles and processes specimens, ensuring proper identification and TATs (turn-around-times) are met.

**Technical**