

# South Texas College

## Job Announcement 2024-5024

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**Title: Lab Assistant – Cosmetology (Part-Time Temporary)**

**Dept: Cosmetology**

**Reports to: Program Chair for Cosmetology**

**Pay Grade: Part-time**

**Salary Range: Minimum \$15.00/Hour**

**Campus: PSJA Elvis J Ballew School of Business and Energy P-Tech**

**FLSA Status: Non-Exempt/Hourly**

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### **General Statement of Job**

The Lab Assistant – Cosmetology supports instructional programs in the labs. Assists instructors and students in use of salon equipment. Assists in supervising students in classroom and lab areas. Responsible for maintaining the overall functionality of equipment in the lab areas and classrooms.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Maintains proper inventory of products, supplies, and equipment.
2. Update products and supplies order forms.
3. Organizes dispensary and storage.
4. Prepares set up of labs ensuring all labs are clean and orderly, and tools or equipment are working properly and returned to their original location.
5. Maintains cleanliness of labs.
6. Maintains knowledge and preventive safety measures to ensure a safe learning environment as per the Texas Department of Licensing and Regulations (TDLR).
7. Regularly updates Safety Data Sheet.
8. Performs routine and assigned activities in the Cosmetology labs and classroom.
9. Assists instructors with class lab activities.
10. Assists with the preparation, organization of special events and program field trips for the department.
11. Tests new equipment for accuracy and quality.
12. Troubleshoots lab equipment and performs minor repairs; coordinates major repairs with equipment vendors and/or appropriate departments.
13. Assist with salon/lab appointment scheduling and notify students of assigned services.
14. Performs other duties as assigned.

### **Required Education and Experience**

1. High school diploma or GED required.
2. Cosmetology License required.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Familiarity with lab equipment.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work evenings and/or weekends as needed.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
8. Ability to write routine reports and correspondence.
9. Ability to speak effectively before groups of students, customers or employees of organization.
10. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
11. Ability to deal with problems involving several concrete variables in standardized situations.

### **Checks, Certificates, Licenses, and Registrations**

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.

### **Physical Requirements**

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
3. Perceiving the nature of sounds at normal speaking levels with or without correction.
4. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
5. Expressing or exchanging ideas by means of the spoken and written word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
6. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
7. Mobility to accomplish tasks, particularly for long distances.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

## **Lab Assistant – Cosmetology**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**HOW TO APPLY:** Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE  
OFFICE OF HUMAN RESOURCES  
2501 W. Pecan Blvd.  
McAllen, TX 78501**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.