

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Preceptor/1153**

Function and General Scope

Positions assigned to this class are responsible for providing laboratory instruction and guidance to undergraduate students. Responsibilities typically include developing teaching materials and performing demonstrations in consultation with responsible faculty members; providing assistance to students in applying scientific principles to skill performance; assisting students in adapting procedural techniques to practical experimental problems utilizing methods based on sound theoretical principles; assisting students in the selection and utilization of appropriate materials and equipment; developing teaching materials/learning packets and delivering lectures to laboratory classes; preparing and performing presentations and demonstrations; and advising faculty on laboratory products, procedures and services.

Classification Requirements (Minimum Qualifications)

Bachelor's degree in a related field and three (3) years experience directly relating to the duties and responsibilities specified.