

# Student Employment Job Description

**JOB TITLE:** Laboratory Assistant I – Earth Science

**DEPARTMENT:** Chemistry / Physical Science

**REPORTS TO:** Dr. Dan Mosher

**REQUIREMENTS:**

- **Education/Training:**

Completion of the course assisted (ESS1034 or ESS1044) with grade of B or higher  
Preference given to students concurrently enrolled in upper-division science courses  
Completion of Chemistry / Physical Science Department training (August 2011)

- **Experience/Background/Knowledge:**

Commensurate with required education (above)

- **Skills:**

Operate common laboratory equipment

- **Attire on the Job:** neat casual

- **Expectations:**

Reliability and punctuality are essential. Must be available during the scheduled meeting times of assigned laboratory section(s) with no conflicts *vs.* enrolled classes, athletics or employment. Must interact with students in a courteous, helpful, professional manner. Must exemplify and *enforce* lab safety rules. Must maintain confidentiality of grades and laboratory “unknowns”.

- **Special Requirements:**

none

**DUTIES (include but not limited to):**

Prepare materials and equipment in advance of scheduled laboratories

Assist instructor and students during weekly scheduled laboratory session

Clean up and lock laboratory at conclusion of session

Assist instructor with grading of laboratory reports

**NORMAL WORKING HOURS and DAYS:**

Scheduled labs are 12:50-3:00 p.m. and 3:20-5:30 p.m. Tuesdays. ESS1034 Earth Science meets fall 2011 and ESS1044 Astronomy meets spring 2012. Additional times for preparation and grading to be arranged.

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