

Student Employment Job Description

JOB TITLE: Laboratory Assistant I – General Chemistry

DEPARTMENT: Chemistry / Physical Science

REPORTS TO: Dr. Joseph Lechner

REQUIREMENTS:

- **Education/Training:**

Completion of CHE1033 / 1031 and CHE1043 / 1041 with no grade below B
First preference given to chemistry majors; second preference given to students concurrently enrolled in upper-division chemistry courses.
Completion of Chemistry / Physical Science Department training (August 2011)

- **Experience/Background/Knowledge:**

Commensurate with required education (above)

- **Skills:**

Operate common laboratory equipment such as digital balances, pH meters and water purifier
Perform chemical calculations, including molar mass and solution concentration

- **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 chemicals 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 2:00-5:20 pm Mondays (fall 2011); 12:50-4:00 pm Tuesdays (fall 2011 and spring 2012); 2:00-5:20 pm Wednesdays (fall 2011 and spring 2012). Additional times for reagent preparation and grading to be arranged.

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