

Student Employment Job Description

JOB TITLE: Laboratory Assistant I – General Chemistry Recitation

DEPARTMENT: Chemistry / Physical Science

REPORTS TO: Dr. Joyce Miller

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:**

Mastery of CHE1033 / CHE1043 course content
Ability to clearly explain chemical principles and calculations

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

- **Expectations:**

Reliability and punctuality are essential. Must interact with students in a courteous, helpful, professional manner.

- **Special Requirements:**

none

DUTIES (include but not limited to):

Maintain familiarity with course content and class progress in General Chemistry

Lead two weekly recitation sessions for students in CHE1033 / CHE1043

NORMAL WORKING HOURS and DAYS:

Recitation sessions typically meet from 10:20-11:20 a.m. Tuesdays and / or in the early evening (days to be arranged).

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