

Student Employment Job Description

JOB TITLE: Laboratory Assistant I – Meteorology

DEPARTMENT: Chemistry / Physical Science

REPORTS TO: Dr. Joyce Miller

REQUIREMENTS:

- **Education/Training:**

Completion of ESS1054 with a 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 3:20-5:30 p.m. Mondays and 8:00-10:10 a.m. Tuesdays in spring 2012.
Additional times for preparation and grading to be arranged.

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