

# Student Employment Job Description

**JOB TITLE:** Laboratory Assistant II – Organic Chemistry

**DEPARTMENT:** Chemistry / Physical Science

**REPORTS TO:** Dr. Joseph Lechner

**REQUIREMENTS:**

- **Education/Training:**

Completion of CHE1033/1031, CHE1043/1041, CHE3024 and CHE3034 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)

Preference given to candidates with prior experience as a chemistry lab assistant

- **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 2:00-5:30 pm Mondays (fall 2011 and spring 2012). Additional times for reagent preparation and grading to be arranged.

*Return Completed Forms to Human Resources*