

Job Title Chemistry Department Student Employee
Office/Department Chemistry Department
Location (Building) West Science – Room 309
Supervisor Norma Sinclair
Length of Employment Academic year
Job Wage Rate or Range \$7.25 / hour
Position Summary Assist the Chemistry Dept. in tasks that need not be done by faculty or staff.

Principal Duties and Responsibilities Prepare materials for labs. Tutoring as requested by faculty. Lab clean up including washing glassware.

Knowledge Skills and Abilities

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| <input type="checkbox"/> Typing | <input checked="" type="checkbox"/> Filing |
| <input type="checkbox"/> Phone Coverage | <input checked="" type="checkbox"/> Photocopying |
| <input checked="" type="checkbox"/> Data Entry | <input checked="" type="checkbox"/> Cataloging |
| <input checked="" type="checkbox"/> Research Assistant | <input type="checkbox"/> Operate Switchboard |
| <input checked="" type="checkbox"/> Tutoring | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Receptions/Registrations | <input type="checkbox"/> Supervisory Responsibilities |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Access |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Installing Hardware |
| <input type="checkbox"/> Dreamweaver | <input type="checkbox"/> Internet Searches |
| <input type="checkbox"/> Troubleshooting PCs | <input type="checkbox"/> Graphic Arts |
| <input type="checkbox"/> Sports Information | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Library Circulation Desk | <input type="checkbox"/> Interlibrary Loan |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Food Preparation |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Cash Register Skills |
| <input type="checkbox"/> Heavy Lifting Required | |

Additional Job Qualifications Knowledge of Chemistry

Expectations Self-motivated, flexible, reliable. Follow appropriate safety guidelines.

Working Conditions Some potential hazards

Other