

**Job Title** Chemistry Department Student Employee  
**Office/Department** Chemistry Department  
**Location (Building)** West Science - Room 309  
**Supervisor** Jana Klein  
**Number of Student Workers Employed** 7  
**Job Wage Rate or Range** \$7.25  
**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. Lab clean up including washing glassware.

**Knowledge Skills and Abilities**

- |  |   |
|--|---|
| <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** Motivated to work. Flexible.  
Use appropriate safety precautions.  
Reliable

**Working Conditions** Some potential hazards.

**Other**

