

**Job Title**  
**Office/Department**  
**Location (Building)**  
**Supervisor**  
**Length of Employment**  
**Job Wage Rate or Range**  
**Position Summary**

Thin Section Technician  
Geology  
Norton  
Emily Walsh  
Sept. 1–May 12  
\$7.50/hour

**Principal Duties  
and Responsibilities**

Cutting rocks on trim-saw, polishing and glueing onto glass slide, cutting and polishing to 30 µm and further polishing for microprobe use.

**Knowledge Skills and Abilities**

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

**Additional Job Qualifications**

Must be trained by supervisor. Should have taken Mineralogy.

**Expectations**

Steady work throughout the year—at least a few hours per week (to be determined with supervisor).

**Working Conditions**

Hands-on work that can be physical and also tedious at times but that requires attention to detail and the ability to focus.

**Other**

