

Job Title General biology worker
Office/Department Biology
Location (Building) West
Supervisor Craig Tepper, Shea Putz, Karla Keyes, Bob Black, Barbara Christie-Pope
Length of Employment Academic Year
Job Wage Rate or Range Minimum Wage
Position Summary

Principal Duties and Responsibilities Assist with lab prep, making solutions, washing dishes, cleaning classrooms, fruit fly breeding, use of specialized molecular bio equipment and tools

Knowledge Skills and Abilities

- | | |
|--|---|
| <input type="checkbox"/> Typing | <input type="checkbox"/> Filing |
| <input type="checkbox"/> Phone Coverage | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Cataloging |
| <input type="checkbox"/> Research Assistant | <input type="checkbox"/> Operate Switchboard |
| <input 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 checked="" type="checkbox"/> Heavy Lifting Required | |

Additional Job Qualifications

Must be precise, organized, reliable, neat, self-starter, patient, careful. Observant, willing to do monotonous work. Upper level bio courses required for some jobs.

Expectations

responsible, reliable, show up,

communicate times of availability

Working Conditions

labs and classrooms, often
unsupervised

Other