



ALVERNO COLLEGE
ESTABLISHED 1887

Non-Exempt Student Position Description

Position Title: Chemistry Lab Assistant

Date: September 2017

Department: Physical Sciences

Status: Student Employment

Primary Function:

Under the direction of the Lab Manager, perform duties to keep laboratory classes functioning smoothly.

Principal Responsibilities

1. Accurately prepare solutions and materials for 100 and 200 level physical sciences laboratory courses: CH213L, SC111, SC117, SC119, GE117, and others as requested by the Lab Manger.
2. Consistently assist in the maintenance of the chemistry laboratories: RC204, RC205, RC207, RC209, RC211, and others as requested by the Lab Manager.
3. Regularly and thoughtfully maintain the cleanliness of the laboratories by washing and putting away dishes, wiping down counters, cleaning fume hoods, etc.
4. Carefully and accurately perform inventory on supplies and materials as requested.
5. Regularly reflect on personal performance and the functionality of the lab.
6. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
7. Comply with safety procedures and maintain clean and orderly work areas.
8. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Successful completion (or bypass) of SC119 (or equivalent).
3. Requires the ability to freely move throughout the laboratory. It may be necessary to work standing during your entire shift. Must have the ability to occasionally lift and/or move up to 10 to 15 pounds or up to 45 pounds with assistance. Requires good manual dexterity.

Additional requirements for all on-campus (student worker) jobs:

1. Undergraduates must be at a minimum of six credits to work during the academic year, graduate students must be at a minimum of three credits. Student workers do not need to be registered for summer school to work during the summer, but must be appropriately registered for fall (6 credits for undergrads, 3 credits for grads) in order to work in the summer
2. If you are at unsatisfactory academic progress for financial aid, you are ineligible to work on campus.

Working Conditions

Job takes place in a chemistry laboratory setting including the chemical stock room.

Notes

- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

Ready to apply? Click [HERE](#) to complete your application.

