



ALVERNO COLLEGE
ESTABLISHED 1887

Student Employee Job Description

Position Title: Biology Lab Assistant II

Date: March 2019

Department: Biology

Status: Student Employment

Reports To: Biology Lab Manager

Salary: \$8.00

Primary Function:

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

Principal Responsibilities

1. Accurately prepare media and materials for biology laboratory courses: SC118/120L, BI-231L, BI251L, BI-325L, and BI-361L others as requested by the Lab Manager.
2. Consistently assist in the maintenance of biology laboratories: RC210, RC205, RC219, RC212, RC213, and others as requested by the Lab Manager.
3. Regularly and thoughtfully maintain the cleanliness of the laboratories by regularly 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 comply with safety procedures and maintain clean and orderly work areas.
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 SC120 (or equivalent).
3. Successful completion of at least one 200 level biology lab (such as BI251L, BI231L, etc.).
4. Recommendation from a biology instructor.

5. 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 10-15 pounds or up to 45 pounds with assistance. Requires good manual dexterity.

Working Conditions

This job takes place in the biology prep-room and laboratory classrooms and includes exposure to hazardous chemicals. It is a requirement to regularly follow safe laboratory practices. It is a requirement to wear PPE (personal protective equipment) such as, but not limited to, lab glasses/goggles, closed toe shoes with rubber soles, non-baggy clothing, gloves, etc.

Notes

- Pay rate determined by Financial Aid
- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations and are determined by the department. Please contact the supervisor for more information and employment hours available. Biology lab manager contact information:

Megan Krueger, Biology Lab Manager/Instructor

Email: megan.krueger@alverno.edu

Girls' Academy of Science and Mathematics Coordinator

Office: RC-206A

Phone: 414-382-6423

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