Beloit College
Student Employment Job Description

**Position Title**  Biology Lab Manager

**Department**  Biology

**Hourly Rate**  $7.25

**Supervisor**  Amy Briggs

**Work Location**  C 311

**Account Number**  01-11120-00000-00000-xxxxx

Do multiple individuals hold this position at one time?  Yes  No

**Number of positions available:**  2

**Work Schedule**

A student in this position can expect to work 0.5 - 2 hours per day, 10 hours per week.

The student will work  ☑ Monday thru Friday  ☐ Saturday  ☐ Sunday  ☑ any day of the week.

Hours are available during the following times of the day: 8:00 am - 10:00 pm.

**Department/Position Overview**

The Lab Manager organizes and inventories laboratory supplies, washes laboratory dishes, puts away laboratory equipment and supplies after lab classes, and maintains laboratory order and cleanliness after normal class hours.

**Description of Duties and Tasks**

☐ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☐ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☐ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☒ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

**Required Training and Skills**

☐ Ability to communicate in a concise and effective manner, both verbally and in writing

☒ Detail oriented with strong organizational skills

☐ Familiarity with specific computer software, listed here:

☐ Familiarity with specific equipment, listed here:

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: