Beloit College
Student Employment Job Description

Position Title: Biology Research Assistant

Department: Biology

Hourly Rate: $7.75

Supervisor: Biology Faculty

Work Location: as specified in Biology Department

Account Number: 01-11120-00000-00000-xxxxx

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

Number of positions available: 4

Work Schedule

A student in this position can expect to work 0.5 - 8 hours per day, up to 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: 7:00 am - 11:00 pm.

Department/Position Overview

Student assists faculty member on research projects. Student may be responsible performing experiments, organizing data, interpreting results, performing statistical analysis, writing reports, and engaging in other research activities.

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

☒ Perform experiments, organize data, interpret results, perform statistical analyses, write reports, and engage in other research activities.
**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: **as specified for research project**
- Familiarity with specific equipment, listed here: **as specified for research project**
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **must have completed appropriate coursework, as specified by professor.**