### Position Title
Chemistry Course Assistant

### Department
Chemistry

### Work Location
Science Center

### Hourly Rate
$7.50

### Supervisor
Chemistry Faculty

### Account Number
01-11122-00000-00000-xxxx

**Do multiple individuals hold this position at one time?**

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<th>Yes</th>
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**Number of positions available:** 15

### Work Schedule

A student in this position can expect to work 1 - 3 hours per day, 3 - 6 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 - 8:00 pm**.

### Department/Position Overview

Assist faculty and students doing course activities, discussions, and laboratory experiments; supervise students operating analytical instrumentation; help set-up and clean-up laboratory activities; may hold regularly scheduled help sessions outside of class time; provide feedback to other students on routine assignments.

### More Detailed Information Available

Contact faculty teaching the course.

### 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 |
| ☑ | Answer student questions, but try to guide students through the thought process so they may develop answers to their own questions. |

| ☑ | Assist students in the performance of laboratory experiments. Check set-ups and demonstrate proper techniques. Circulate and make yourself available to all students so each student may ask questions. |
Promote safety in the laboratory. Be alert for potentially unsafe practices, and correct them or bring them to the attention of faculty. Enforce proper use of safety goggles and collection of chemical waste.

Hold review sessions for students

**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: *varies by course*
- Familiarity with specific equipment, listed here: *varies by course*
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: *must have completed appropriate course work, normally having previously taken the course*