

## Federal Work Study Job Description Form

**Job Title:** Lab Assistant  
**Department or Organization:** Biology  
**Address (Off campus only):**

**Desired No. of Hires:** 1

**Supervisor:** Gail Foss  
**Office:** 603  
**Phone:** 5334  
**Email:** GFoss@stcc.edu

**Designee:**  
**Office:**  
**Phone:**  
**Email:**

### General Job Description:

We need a work study student to help with making solutions, dishes, and help with plants.

### Detailed List of Duties:

The work study will help make media, set up or take down labs, dishes, clean labs, help with the plants and animals.

**Opportunities for Advancement:** Please list those duties an employee can expect to learn in terms of job growth, if rehired: to become proficient in making solutions, use of the microscope, where we store equipment.

**Responsibility Involved:** Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required. The work study will be under my supervision when performing these tasks

### Skills and/or previous experience desired:

We need someone that has a science background to help us make solutions, help set up and take down labs.

**Amount of supervision required:**  Regular  Occasional  Minimal

*Student employees are not permitted to work without any supervision.*

**Hours desired to cover (evening, weekend, etc.):** We are here Monday – Friday. Someone is here from 8am-6pm. No weekend work.

**How to Apply:** Contact supervisor/designee listed above.