

STUDENT EMPLOYMENT OPPORTUNITY

Job Title: Chemistry Aide / Work Study

Rate of Pay: \$7.95

Begin Date: 08/22/2011

End Date: 05/11/2012

Work Site: Bullhead City Campus

**Supervisor's
Name:** Lale Cilenti Arac

Specific duties performed on a regular basis:

1. Assist in setting up laboratories for weekly experiments.
2. Prepare reagents as needed; clean and organize prep room.
3. Assist in grading homework and laboratory reports following appropriate rubrics.
4. Maintain laboratory glassware and equipment; keep the laboratory environment clean and orderly.
5. Keep track of chemicals and laboratory supplies; assist in preparing purchase orders.
6. Organize files, type documents, perform other duties as necessary.

Skills/Qualifications needed:

1. Background and interest in the sciences, prefer student who has taken Chemistry 151/152 at MCC.
2. Familiarity with GLP (good laboratory practices), including safety standards.
3. Excellent organizational skills, good manual dexterity, aptitude in math, strong writing and oral skills.
4. Ability to maintain flexible working hours including evenings.
5. Typing skills and computer knowledge, including Microsoft Office suite and the internet.

Things your supervisor would like a student employee to understand about working in this department:

This is a specialized work study position which requires much more than the average clerical skills. The student must like the physical sciences, and be conversant in the language of Chemistry. The student must be able to work equally well independently, and under close supervision, depending upon the tasks assigned. The student must be flexible, and adaptable to the needs of the instructor.