



## STUDENT EMPLOYMENT OPPORTUNITY

**Job Title:** Physical Science Work Study

**Rate of Pay:** \$7.95

**Begin Date:** 05/14/2012

**End Date:** 06/30/2012

**Work Site:** Neal Campus Kingman, Physical Science Dept., 928-757-4331, ext. 1242

**Supervisor's Name:** Farah M. Farah

### Specific duties performed on a regular basis:

1. Copying quizzes, exams, finals, student hand outs.
2. Keeping attendance records.
3. Keeping the lab neat and clean.
4. Prepare chemicals with different concentrations.
5. Grading MC quizzes and exam and homework.
6. Do the dishes.
7. Checking all supplies for different labs.

### Skills/Qualifications needed:

1. Finished chemistry 130 or enrolled in chemistry 151 or 152.
2. Be able to lift 30 lbs.
3. Organized.
4. Creative.
- 5.

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

1. Safety rules.
2. Organization skills.
3. Microsoft Office skills.