Biology Department

Office Assistant
Responsibilities:
• Photocopying
• Errands
• Mail Distribution
• Cover office presence if supervisor is out of the office and answer phones
• Post event posters
• Assist with set up for seminars
• Shredding

Qualifications:
• Must adhere to confidentiality expectations
• Punctual, dependable and pleasant
• Ability to work independently and follow directions
• Follow a reasonable dress code as would apply to any office

Lab Assistant
Responsibilities:
• Assist laboratory technicians with set up/breakdown of laboratory classrooms
• Tasks may include Office Assistant responsibilities listed above
• Stock shelves with inventory items as received.
• Pick up and deliver packages from college mail room

Qualifications:
• Prefer biology/neuroscience/biochemistry/bioengineering majors
• Familiarity with animals
• Ability to lift 40 lbs
• Punctual and dependable
• Ability to work independently and follow directions

Research assistant
Responsibilities:
• Assist biology professors with various research projects
• Tasks may include Office Assistant and Lab Assistant responsibilities listed above

Qualifications:
• Prefer biology/neuroscience/biochemistry/bioengineering majors
• May need to work with animals.
• Ability to work independently and follow directions
• Faculty may want to personally interview applicants after initial screening