Chemistry Department

Department Assistant
Responsibilities:

- Filing
- Typing
- Deliveries to other departments on campus
- Maintain the Molecular Modeling Lab with supplies and updates.
- Send faxes
- Copying
- Scanning
- Disperse fliers
- Pick up after seminar (food, poster boards and easels)

Stockroom Assistant
Responsibilities:

- Wash glassware
- Clean labs
- Set up experiments in labs
- Remove completed experiments from labs
- Prepare solutions for experiments
- Organize equipment in stockroom and Olin prep room
- Miscellaneous errands and deliveries around department and campus