

## Student Job Description

Department: Biology, Biochemistry & Bioengineering Location: Various (generally S&E)

Supervisor's Name: Krista Esposito or Amy Kelley

Please indicate hours/shifts available: generally weekday, but some positions may require additional shifts

Rate of Pay: minimum wage

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Job Title: Office Assistant

### Duties and Responsibilities:

- Photocopying
- Errands
- Mail distribution
- Cover office presence if supervisor is out of the office/answer phones
- Post event notices
- Assist with seminar set up
- Shredding

### Qualifications for the Position:

- 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 environment

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Job Title: Lab Assistant

### Duties and Responsibilities:

- Assist laboratory coordinators 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 Central Mail Room

### Qualifications for the Position:

- Familiarity with animals
- Punctual, dependable and pleasant
- Ability to work independently and follow directions
- Ability to lift 40 lbs

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Job Title: Research Assistant

### Duties and Responsibilities:

- Assist faculty with various research projects
- Tasks may include Office Assistant and Lab Assistant responsibilities listed above

### Qualifications for the Position:

- May need to work with animals
- Punctual, dependable and pleasant
- Ability to work independently and follow directions
- Faculty may want to personally interview applicants after initial screening