

## Student Job Description

Department: Chemistry/Biochemistry Department Location: Science & Engineering Center

Supervisor's Name: Meg Howley and/or Ethan Edmans

Please indicate hours/shifts available: week days Rate of

Pay: minimum wage

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Purpose/Role of the Position(s) within the Department: Department Assistant

### Duties and Responsibilities:

- General office work including: filing, typing, faxing, copying and etc.
- On campus errands including making deliveries
- Maintain copiers in all chemistry department locations (make sure copiers have paper and work areas are clean)
- Assist with set up and clean up for department seminars (food, poster boards and easels)
- Post and disperse event fliers

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Purpose/Role of the Position(s) within the Department: Stockroom Assistant

### Duties and Responsibilities:

- On campus errands including making deliveries
  - Organize equipment in stockroom and Olin prep room
  - Wash glassware
  - Prepare solutions for experiments
  - Set up and clean up labs before and after experiments
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