**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