Student Job Description

Department: Physics & Astronomy  Location: S&E, Room N308

Supervisor's Name: Lynette Stec

Please indicate hours/shifts available: Mondays - Fridays, 9:00 a.m. - 5:00 p.m. and 7:00 - 10:00 p.m.

Rate of Pay: minimum wage

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

Duties and Responsibilities:
• General clerical duties - photocopying, errands, pick up mail and packages in the mail room
• Assist with seminar set up
• Cover office presence if supervisor is out, scan files and fill detectors with nitrogen
• Assist laboratory technician and professors with set up/break down of laboratory classrooms
• Stock shelves with inventory items
• Assist professors with various research projects
• Help set up telescopes in the observatory for open houses and special events

Qualifications for the Position:
• Preference for declared Physics majors, but will consider students with strong scientific interest
• Good computer skills
• Ability to lift 20+ lbs
• Ability to work independently and follow directions
• Punctual and dependable