

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