

Chabot College Student Assistant Job Description

Division, Department:

**Biology –
Student Office Assistant**

CONTACT PERSON: Veronica Enriquez

SUPERVISOR (*if different*):

ADMINISTRATOR: Tim Dave

POSITION TITLE: Student Assistant I

BUILDING / ROOM: 2000 / 2116

PURPOSE:

Assist classified laboratory technician in general duties necessary to carry out laboratory experiments performed by students at Chabot Community College.

POSITION REQUIREMENTS:

Example: attention to detail, demonstrates proficiency with Microsoft Office software (Word, Excel); good organizational skills, etc.

Knowledge of:

Standard instruments, equipment, materials and supplies used in the multitude of biological disciplines
Basic principles involved in understanding the biological science
Proper procedures for the assigned maintenance of instruments and laboratory equipment used in occupational area
Knowledge of Excel, Word, Internet and other Microsoft applications

Desirable skills:

Preparing demonstration and laboratory set-ups
Instrument, tool, supply and equipment handling
Ability to work well with laboratory technician and other student assistants and aides
Ability to carry out all oral and written instructions given by the laboratory technician

Education and experience:

Candidates should be pursuing an A.A. or B.A. in biological sciences or similar discipline (allowances will be made for otherwise ideal applicants)

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DUTIES:

Student employee (including FWS) may not perform or replace the work of a classified employee, but could provide general support to gain employment experience and the opportunity for mentoring.

1. Help the laboratory technician set up practical experiments and demonstration materials
2. Help the laboratory technician prepare experiments, kits, tools, and procedures
3. Clean and maintain laboratory tool room, stockroom, plants, domesticated classroom animals and their cages/tanks ; Assist in maintaining and stocking equipment and supplies
4. Follow all safety procedures and instructions pertinent to job duties in laboratories and classrooms
5. Maintain, set up and return files of microscope slides and instructional aides
6. Help perform physical inventory of instruments, supplies, and equipment
7. Perform light receiving and/or shipping functions

STUDENT ASSISTANT PAY RATE:

Category: B *See Student Assistant Pay Category and Rate Schedule, Board-approved 12/19/15 & effective 1/1/16.*

Rate: \$10.50 *an hour*

LENGTH OF POSITION:

Semester based on available funds and student's financial / Academic eligibility.

It is a Federal requirement that any student working as a Federal Work Study employee have a written job description for their position. Per federal regulations, "each FWS position should have a job description that includes name and department of employer, supervisor, purpose of student's job, duties and responsibilities, job qualifications, wage rate or range, and length of student's employment (beginning and end dates). FSA 2006-07, Volume 6, Chapter 1, page 6.21