

Chabot College Student Assistant Job Description

Division, Department:

**Chemistry –
Student Lab Assistant**

CONTACT PERSON: Jean Gener

SUPERVISOR (*if different*):

ADMINISTRATOR: Tim Dave

POSITION TITLE: Student Assistant I

BUILDING / ROOM: 3900 / 3957

PURPOSE:

To provide basic-on-training for students majoring in Biology / Chemistry. This position will emphasize on safety, lab set-ups and breakdown. Attending to the stockroom window, equipment set-up, inventory, label set-up and data entry. Experience in the chemistry stockroom will provide valuable on potential job positions in Universities or colleges.

FEDERAL REQUIREMENTS:

Must have FWS awarded for current academic year, based on completed Financial Aid file and per Federal eligibility requirements

Must meet minimum Satisfactory Academic Progress (cannot be suspended from Financial Aid)

Must be enrolled in at least half-time (minimum 6 units fall / spring, 3 units summer)

POSITION REQUIREMENTS:

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

Must be safety oriented

Must have had at least Chem 31

Ability to follow instructions, start and finish tasks

Attention to detail in assisting lab preparations

Good organization skills

Reliable, good communication skills and strong work ethics

Recommendation from a chemistry Instructor (attached is a simple recommendation form)

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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. Data entry, Chemventory entry, generate safety labels for the lab preps
2. Assist Instructors / students as they come to the window
3. Assist with lab preparation and breakdown
4. Load, unload dishwasher
5. Monitor the schedule board
6. Clean / tidy lab rooms
7. Put away equipment as necessary
8. Organize glassware
9. Tend the stockroom window during lab hours
10. Report unsafe conditions or equipment

Duties related to application of chemistry:

Use of balance

Diamond NFPA sign

Nomenclature and concentration

Safe handling and transport of chemical reagents

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