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**Federal Work Study
Job Description Form**

Job Title: Chemistry Lab Assistant

Desired No. of Hires:

Department or Organization: Science, Engineering, and Mathematics - Chemistry

Address (Off campus only):

Supervisor: Adrienne Smith

Designee: Derek Swist

Office: Marieb 320

Office: Frost 375

Phone: 413-552-2436

Phone: 413-552-2514

Email: asmith@hcc.edu

Email: dswist@hcc.edu

General Job Description:

Detailed List of Duties:

Position involves general cleanup of lab space before and after lab use. You are responsible for washing & putting away extra glassware used in labs; assist with the preparation of stock solutions needed for labs. Collaborating in replacing any broken or lost equipment during labs' sessions, and setting up apparatus for labs, some typing and clerical work may be needed.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Skills and/or previous experience desired:

Must have taken a chemistry lab class in the past or be currently taking the class.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Print Name of Supervisor

Title

Date