

FEDERAL WORK STUDY PROGRAM

College Science Lab Worker

Location: Henry County Center 7:00 a.m. – 6:00 p.m. Hourly Rate: $10.00

Supervisor: Dr. Cathrine Maloof

Under general supervision, provides assistance to students, instructors, staff members and the general public while working in the Biology department. Greets visitors in a pleasing manner; determines the nature of their business, and provides appropriate information to other employees as needed; answers, screens and routes telephone calls promptly and courteously to appropriate staff; delivers complete, accurate and legible messages in a timely manner. Properly responds to all inquiries and requests for information in a courteous and timely manner.

Provide assistance in biology laboratory. Must be able to follow directions, work safely with potentially hazardous materials and sharp instruments, and work with minimal direct supervision. Organizing and cleaning laboratory supplies and equipment, assisting with laboratory projects, keeping track of inventory, generally assist where needed. Must be willing to perform other duties as necessary.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.

Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

**Minimum Qualifications:**
Strong communication skills, understanding of the nature of hazardous materials, ability to work without constant supervision, strong work ethic, and evidence of maturity.