

**Job Announcement**

**Position:**  Federal Work Study

**Location:** Douglas Campus

**Department:** Natural Sciences

**Reports to:** Biology Faculty– Ashlie Blinn

**Nature of Duties:** The Federal Work Study will be responsible for preparing test specimens and growth media for use in biology, chemistry, or related science labs. Prepares chemical solutions for use in lab experiments, set up equipment for use in lab; ensures proper operation of equipment, and reports deficiencies to supervisor. Cleans lab facilities and equipment after lab exercises are complete; breaks down and stores supplies and equipment, as necessary. Maintain compliance with recommended safety practices in all labs. Maintain chemical inventory including storage, disposal, and record-keeping. Maintain material safety data sheets, assists with record keeping, copying, and filing. Performs miscellaneous job-related duties as assigned. Excellent oral, written, and interpersonal communication skills.

**Minimum Qualifications:**

* Be enrolled as a student at West Georgia Technical College
* Completed a FAFSA and be identified as being eligible for federal aid
* Complete a Federal Work-Study Employment Application available on-line at: [WGTC Job Center-Student Employment](https://www.easyhrweb.com/JC_WestGaTech/JobListings/JobCategory.aspx?JobCatTag=JOBCAT_STUEMPLMT)

**Preferred Qualifications:**

* Successful completion of at least one of the following sequence of classes a minimum grade of “B: in the lab portion of the course:
	+ Anatomy & Physiology I (Lecture/Lab), Anatomy & Physiology II (Lecture/Lab), Microbiology (Lecture/Lab)
	+ Chemistry I (Lecture/Lab), Chemistry II (Lecture/Lab)
	+ Biology 1111 and 1112 (Lecture and Lab)
* Strong computer application skills
* Ability to lift (up to 5lbs), bend and stoop on a regular basis

**Salary/Benefits:**  $10 per hour; no benefits.

**Method of Application:** Interested candidates must complete electronic application process at [WGTC Job Center-Student Employment](https://www.easyhrweb.com/JC_WestGaTech/JobListings/JobCategory.aspx?JobCatTag=JOBCAT_STUEMPLMT) Student Worker will be contacted by Supervisor for interviews.

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.