POSITION SUMMARY

This position supports the Science Department in various tasks including: assisting with lab preparations; maintain science material inventory; assist with measurement and preparation chemicals, cultures, liquids, and media; assist with the disposal of dissected animals and non-hazardous waste; maintain and update MSDS binders; communicate with faculty regarding lab changes and communicate faculty suggestions/concerns to lab coordinator; maintain safety agreements; wash glassware; sort and label prepared microscope slides; organize maps, atlases, student rock and mineral kits; communicate with housekeeping on replenishment items; transport materials between lab rooms and prep rooms within two buildings and three floors using wheeled carts in elevators; label new rocks and minerals; maintain aquarium; use internet/supplier catalog to obtain numbers/prices for future orders and ability to take direction from instructors and lab coordinators. Required to provide high level information. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITES

1. Filing
2. Copying
3. Record maintenance, preparation and review of forms, data entry
4. Provide handouts and/or forms to customers
5. Maintain inventory
6. Set up learning environment (such as labs, classrooms, etc.)
7. Event preparation and support
8. Prepare reports
9. Collect and record data
10. Maintain knowledge of multiple programs
11. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
12. Guided tours
13. Interpret regulations and policies
14. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience
KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.