



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF00039	
JOB TITLE: Student Worker I, Biology Lab Specialist I	College Work Study Position
DEPARTMENT: Biology	PAY: PAY: 7.54 per/hr.
CAMPUS: LSC-CyFair	HOURS: up to 19.5 per/wk.

POSITION SUMMARY

This position will support the Biology Department by assisting with the biology labs. Duties to include: preparing, organizing, and setting up lab rooms; washing glassware; maintaining inventory; and cleaning up labs. Will work with and assist diverse groups. Must have completed one or more Biology courses with labs at LSC-Cy-Fair.

PRIMARY RESPONSIBILITIES

1. Provide general information related to the department
2. Maintain inventory
3. Set up learning environment (such as labs, classrooms, etc.)
4. Maintain knowledge of multiple programs

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- 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.
- Standing for two or more hours