POSITION SUMMARY

This position will support the Chemistry Department by assisting the Science Lab Coordinators in the HSC II building. Duties to include: assisting with chemical solution preparation; cleaning glassware for chemistry lab; and assist with the physics and geology labs. Student must have completed at least one course in chemistry at LSC-CyFair.

PRIMARY RESPONSIBILITIES

1. Maintain inventory
2. Set up learning environment (such as labs, classrooms, etc.)
3. Check out equipment
4. Collect and record data

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

• 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.
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing