



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF00042	
JOB TITLE: Student Worker I, Chemistry Lab Specialist I	College Work Study Position
DEPARTMENT: Chemistry	PAY: 7.54 per/hr.
CAMPUS: LSC-CyFair	HOURS: 19.5 per/wk.

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