



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> MC00060	
<b>JOB TITLE:</b> Student Worker I,	College Work Study Position
<b>DEPARTMENT:</b> NaSH Division / Chemistry	<b>PAY:</b> 8.74 per/hr.
<b>CAMPUS:</b> LSC-Montgomery	<b>HOURS:</b> 12-15 per/wk.

### POSITION SUMMARY

Under direct supervision, this position is responsible for multiple significant functions in chemistry, physics and geology teaching and preparation areas. May be responsible for tracking laboratory equipment and supplies. Position refers problems to experts as needed. Activities involve a variety of routine tasks such as cleaning glassware, and many non-routine tasks that require independent judgment to resolved issues. Must have completed Chemistry 1411 or equivalent with duties that include preparing some chemical reagents including base acids, proper waste disposal of chemicals and supplies, and ensure lab safety. Required to provide high level information.

### PRIMARY RESPONSIBILITIES

1. Maintain inventory
2. Set up learning environment (such as labs, classrooms, etc.)
3. Provide limited technology support to end users
4. Interpret regulations and policies
5. Supports lab coordinator and faculty in preparation of labs for multiple disciplines.
6. Maintain inventory and quality assurance of all science lab items and materials.
7. Prepares some chemical reagents, including standard acids and bases.
8. Provides assistance in proper waste disposal of chemical waste and used supplies.
9. Provides routine lab support including all aspects of lab safety.
10. Work with faculty as needed.
11. Networks with individuals in other divisions and departments
12. Responsible for other reasonable, related duties as assigned.

### REQUIRED QUALIFICATIONS

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

### KNOWLEDGE SKILLS AND ABILITIES

- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Ability to multi-task

### 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
- Use computer for word processing