

# Macalester College

## Student Employment Job Description

Employment Dates: Academic Year

<b>Department: Chemistry</b>	<b>Position Title: Laboratory Preceptor II</b>
<b>Supervisor: Rob Rossi</b>	<b>Position Classification: Preceptor</b>
<b>Telephone: 696-6224</b>	<b>Pay Grade: Tier II</b>
<b>Email: rossi@macalester.edu</b>	<b>Budget Number: 10-1120</b>

### ***Purpose:***

*The Macalester College Student Employment Program is designed primarily to provide student employees with a broad range of work opportunities in which each job is necessary to assure the viable operation of the college, to foster student career development through a variety of work experiences, and to provide a work environment that will teach students about the varied responsibilities and opportunities of employment.*

### **Qualifications and/or Special Skills Necessary to Perform the Duties of the Position:**

1. Must have completed the course you are applying to assist with, having obtained a B or better
2. Must thoroughly understand the subject matter of the course you are applying to assist with
3. Must have a strong desire to help fellow students
4. Strong communication and analytical skills are highly desired

### **Job Functions and/or Special Projects:**

1. Must attend OSHA-mandated safety orientation during the first week of fall semester, or make arrangements to meet these requirements on an individual basis
2. Assist lab instructor in supervising the safe operation of weekly experiments
3. Assist lab instructor in teaching laboratory techniques
4. Develop rapport with students to encourage exploration of questions
5. Grade advanced study assignments and other materials, correctly and in a timely manner

### **Skills Acquired or Developed on the Job:**

1. Knowledge of lab techniques and general chemistry
2. Teaching and tutoring skills
3. Communication and listening skills

**Scheduling:** Very regimented! You must arrive on time for your assigned lab, week in and week out. The timing of your ASA grading work is moderately flexible, however.

### ***Position Overview:***

Lab prefects help students understand the material in our lab courses, and help the lab instructors keep the lab moving along safely and smoothly. A good lab prefect gets to know the students in the lab, and circulates around the room, making themselves available for questions. However, he or she doesn't just hand out all the answers, but rather learns how to ask questions that help students figure out the answers to their questions *for themselves*.