

**Macalester College**  
**Student Employment Job Description**  
Employment Dates: Academic Year

<b>Department: Chemistry</b>	<b>Supervisor: Rob Rossi</b>
<b>Position Title: Laboratory Preceptor III</b>	<b>Telephone: 696-6224</b>
<b>Pay Grade: Tier III</b>	<b>Email: rossi@macalester.edu</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. Previous chemistry preceptor experience, with solid work performance: hence, experience tutoring students one-on-one and in small groups, experience with applicable laboratory techniques and chemical facts, concepts, and theories, and assessment experience
2. A strong desire to help fellow students; an approachable personality
3. Strong communication and analytical skills

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

1. Run experiments to determine correct results for unknowns and samples
2. Assist lab instructor in developing and improving grading rubrics for lab assessment
3. Maintain chemical and lab supplies, preparing new reagents as needed.
4. Assist lab instructor in supervising the safe operation of weekly experiments
5. Assist lab instructor in teaching laboratory techniques
6. Develop rapport with students to encourage exploration of questions
7. 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 to 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*. This position is a promotion from Lab Prefect II, and requires exemplary work performance over at least one previous term, as well as demonstrated competence in the additional responsibilities associated with this position.