

Macalester College

Student Employment Job Description

Employment Dates: Academic Year

Department: Chemistry	Position Title: Prep Team I
Supervisor: Rob Rossi	Position Classification: Assistant
Telephone: 696-6224	Pay Grade: Tier I
Email: rossi@macalester.edu	Budget Number: 10-1120

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. No previous experience is necessary; however, an interest in chemistry is essential
2. A willingness to learn quickly, in a dynamic environment
3. To be successful in this role, you need to be reasonably detail-oriented, and a team player

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. Follow written instructions to test experimental procedures
3. Label and fill bottles and reagent containers
4. Wash and clean bottles and reagent containers
5. Set up laboratory equipment and test that it is in proper working order
6. Take down laboratory equipment and return it to its proper place

Skills Acquired or Developed on the Job:

1. Knowledge of appropriate safety precautions and procedures for lab and stockroom work
2. Knowledge of chemical instrumentation use, repair, and maintenance
3. Organizational skills
4. Use of computer software including word processors and spreadsheets

Scheduling: Very flexible; schedule and total number of hours is largely at student discretion

Position Overview:

Prep Team I employees do a lot of repetitive work. If you don't mind washing dishes or setting up 16 copies of the same lab setup, provided you get to listen to music, this job is for you. The work isn't mindless: it is critical that you do everything correctly. But it is often repetitive, involving relatively little problem-solving or initiative.