

Macalester College
Student Employment Job Description
Employment Dates: Academic Year

Department: Chemistry	Position Title: Prep Team II
Supervisor: Rob Rossi	Position Classification: Assistant
Telephone: 696-6224	Pay Grade: Tier II
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. Previous experience as a Prep Team I member -OR- extensive prior experience preparing solutions, working with hazardous chemicals, and working as part of a team
2. Successful completion of a college-level general chemistry course
3. To be successful in this role, you need to be safety conscious, detail-oriented, and self-guiding.
4. Willing to work as part of, and ideally, act as a role model and leader in, a collaborative effort

Job Functions and/or Special Projects:

1. All responsibilities outlined under the Prep Team I position
2. Test and debug experimental procedures
3. Prepare chemical reagents and solutions
4. Prepare and test chemistry demonstrations
5. Maintain demonstration materials and keep the demonstration room organized
6. Maintain organized chemical inventory, properly filing chemicals according to the Flynn chemical classification system

Skills Acquired or Developed on the Job:

1. All skills listed under the Prep Team I position
2. Preparation and quantitative analysis of solutions and chemical samples
3. Familiarity with the location of departmental chemicals and their proper storage and disposal
4. Understanding of the Flynn chemical classification system and the rationale behind it

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

Position Overview:

Prep Team II employees are expected to do a lot of independent thinking, and to safely work with dangerous chemicals. The position requires responsibility and initiative. Sometimes the work will include “menial” tasks, though, and these must be done as cheerfully as the challenging stuff. The job of the prep team is to get the lab ready to go, doing whatever needs to be done to make that happen. Tasks asked of Prep Team II employees that would differentiate them from Prep Team I employees include preparing solutions, debugging experiments, and determining the concentrations of standard solutions.