

Macalester College

Student Employment Job Description

Employment Dates: Academic Year

Department: Chemistry	Position Title: Prep Team Lead
Supervisor: Rob Rossi	Position Classification: Supervisor
Telephone: 696-6224	Pay Grade: Tier III
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 II member.
2. Demonstrated competence, reliability, lab skills, and leadership ability
3. Other requirements as listed for Prep Team II

Job Functions and/or Special Projects:

1. All responsibilities outlined under the Prep Team II position
2. Supervise other students working in the General Chemistry Prep Lab
3. Train fellow students in prep lab techniques and methods
4. Diligently maintain a safe, neat, and functional prep lab environment
5. Ensure each lab is set up, works properly, and is then taken down and properly stored

Skills Acquired or Developed on the Job:

1. All skills listed under the Prep Team II position
2. Supervision and tutoring of fellow students in chemical techniques and computer systems
3. Leadership and management skills
4. Problem-solving skills

Scheduling: Reasonably flexible; must commit to a nominal weekly schedule

Position Overview:

The Prep Team Lead position subsumes all of the responsibilities of a Prep Team II member, with the additional responsibility for organizing employees and resources to ensure that everything gets done – correctly. The position requires extensive experience in the prep lab, as well as the ability to teach and lead others. The student in this position must serve as an example and role model with respect to safety, initiative, and problem-solving.