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Holyoke, MA 01040  
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Financial Aid Office  
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**Federal Work Study  
Job Description Form**

**Job Title:** Microbiology Laboratory Assistant  
**Department or Organization:** Biology  
**Address (Off campus only):**

**Desired No. of Hires:** 1

**Supervisor:** Kimberly Howell  
**Office:** MRB 110  
**Phone:** 413-552-2706  
**Email:** khowell@hcc.edu

**Designee:**  
**Office:**  
**Phone:**  
**Email:**

**General Job Description:** Assist the microbiology lab technician in various preparatory tasks and clean-up.

**Detailed List of Duties:** Primary duties include washing glassware and assisting in the set-up and take-down of microbiology or biotechnology labs. Other duties may include preparing growth medium and chemical reagents, updating chemical inventory, or other lab organizational tasks if sufficient skills and interest are shown.

**Opportunities for Advancement:** N/A

**Responsibility Involved:** Responsibility is limited to proper comportment in the laboratory; adhering to current safety standards.

**Skills and/or previous experience desired:** No past lab experience necessary.

**Amount of supervision required:**

Regular  Occasional  Minimal

*Student employees are not permitted to work without any supervision.*

**Hours desired to cover (evening, weekend, etc.):** Student will set their schedule within the hours of 8am-4pm weekdays.

**How to Apply:** Contact supervisor/designee listed above.

**Completed and Submitted By:**

\_\_\_\_\_  
Kimberly Howell  
*Print Name of Supervisor*

\_\_\_\_\_  
Biology Laboratory Technician II  
*Title*

\_\_\_\_\_  
08/15/2023  
*Date*