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**Federal Work Study
Job Description Form**

Job Title: Laboratory Assistant

Desired No. of Hires:

Department or Organization: Science, Engineering, & Mathematics – Anatomy & Physiology/Human Biology

Address (Off campus only):

Supervisor: Adrienne Smith

Designee: Devon Henrichon

Office: Marieb 320

Office: Frost 351

Phone: 413-552-2436

Phone: 413-552-2727

Email: asmith@hcc.edu

Email: dhenrichon@hcc.edu

General Job Description:

Assist the laboratory technician with preparation and maintenance of lab and materials.

Detailed List of Duties:

Washing and stocking dishes and dissecting tools, sanitizing and stocking safety glasses, cleaning and organizing slides and models, tidying the lab, sweeping, dusting, stocking and preparing materials for lab sections.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

This job includes working with biological specimens and waste. Lab assistant must follow safety protocols while in the lab.

Skills and/or previous experience desired:

It is preferred that the student has taken at least one laboratory science course and is familiar with lab etiquette.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Print Name of Supervisor

Title

Date