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**Federal Work Study
Job Description Form**

Job Title: Microbiology Laboratory Assistant

Desired No. of Hires: 1

Department or Organization: Science, Engineering, and Mathematics Division

Address (Off campus only):

Supervisor: Adrienne Smith

Designee: Kim Howell

Office: Marieb 320

Office:

Phone: 413-552-2436

Phone: 413-552-2706

Email: asmith@hcc.edu

Email: khowell@hcc.edu

General Job Description:

Microbiology Laboratory Assistant

Detailed List of Duties:

(1) Wash glassware; (2) Assist in the set-up and/or take-down of student labs; (3) Preparation of growth medium and chemical reagents if sufficient skills and interest are shown.

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

- (1) Learn techniques for the preparation of molecular biology reagents
- (2) Learn to prepare more advanced growth medium and slide preparation techniques

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

- (1) Must be able to follow proper safety guidelines as instructed
- (2) Responsibilities will vary based on skill shown and desire to learn new techniques

Skills and/or previous experience desired:

Lab experience preferred, but not required.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Hours must be completed between 8am and 3pm, Monday through Friday.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Olugbemiga Adekunle

Dean of Science Engineering and Math September 21, 2018

Print Name of Supervisor

Title

Date