

JOB DESCRIPTION – STUDENT ASSISTANT

Biology Department, Bethany College

POSITION TITLE: Student Assistant

SUPERVISOR: Dr. Mark Kozubowski

FUNCTIONS: To assist Dr. Kozubowski with daily operations

Primary functions include:

- 1) office support duties as assigned by Dr. Kozubowski
- 2) assorted biology laboratory duties.

RESPONSIBILITIES:

Laboratory set-up and clean-up
Picking up mail
Copy work
Running errands on campus
Grading

POSITION REQUIREMENTS:

10 hours/week during school year
Full year's commitment desired

QUALIFICATIONS:

Experience or training in office support
Work Study
Highly responsible, accurate, and respectful of confidential materials
Ability to learn and take directions
Minimum cumulative Bethany GPA of 2.5 preferred

STANDARDS OF PERFORMANCE:

Periodic evaluation by Dr. Kozubowski

Career Services

Lower Warner Hall

785.227.3380 Ext 8230

Fax: 785.227.3500

Career_service@bethanylb.edu