

## JOB DESCRIPTION - OFFICE and LAB ASSISTANT

Biology Department, Bethany College

POSITION TITLE: Office and Lab Assistant

SUPERVISOR: Dr. Mark McDonald, Biology Dept.

FUNCTIONS: To assist faculty member with grading and lab preparation

Primary functions include grading of lab reports, quizzes, etc., and preparation of lab materials and cleaning laboratory benches, equipment, glassware, etc.

### RESPONSIBILITIES:

Grading lab reports, quizzes, etc.

Maintain and clean laboratory space

Prepare lab material as needed

Prepare classroom material (photocopying)

Enter attendance records, grades, etc., into databases

### POSITION REQUIREMENTS:

4 - 6 hours/week during school year

Position available for first semester, with possibility of continuing second semester

### QUALIFICATIONS:

Completed BI124 Introductory Biology I (or equivalent) with grade of B or better

Work Study

Basic computer skills

Highly responsible, accurate, and respectful of confidential materials

Ability to learn and take directions

Able to work with minimal supervision

### STANDARDS OF PERFORMANCE:

Periodic evaluation by supervisor

Career Services Office

Lower Warner Hall

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