

JOB DESCRIPTION – LAB PREP ASSISTANT

Chemistry Department, Bethany College

POSITION TITLE: Lab Prep Assistant

SUPERVISOR: Chemistry Professor (Englund or Lockyear)

FUNCTIONS: To assist the Chemistry Professor in the preparation of laboratory equipment and chemicals for weekly laboratory experiments

Primary functions include:

- 1) preparation of the laboratory for week's experiments;
- 2) preparation of equipment and chemicals for other activities, as assigned.

RESPONSIBILITIES:

Assemble chemicals from storage area(s)
Make any solutions required for laboratory
Assemble any equipment/apparatus needed for laboratory
Wash glassware as needed
Put away clean glassware
Return chemicals to appropriate storage areas
Disassemble and put away previously used laboratory equipment/apparatus
Properly dispose of any waste generated
Assist with lab clean-up and/or organization
Periodically assist in assembling equipment and/or reagents for classroom activities

POSITION REQUIREMENTS:

3 – 4 hours/week during school year
1 – 2 hours/day during Interterm

QUALIFICATIONS:

Student must have taken, and passed with a B or better, the course for which s/he wishes to do lab prep
Work Study, if possible
Read and understand chemical labeling and catalog entries
Do calculations needed to accurately prepare solutions
Correctly use top-loading and analytical balances
Correctly use laboratory glassware
Accurately record laboratory information and label any solutions prepared
Communicate with supervisor regarding waste and safety regulations
Spend the time necessary to perform all duties thoughtfully and carefully

STANDARDS OF PERFORMANCE:

Periodic evaluation by the Chemistry Professor

Career Services Office
Lower Warner Hall
785.227.3380 Ext 8230
Fax: 785.227.3500
Career_service@bethanylb.edu