

SCIENCE DEPARTMENT

POSITION: Science Work Study
DIVISION: Academic Instruction
DEPARTMENT: Science
BUILDING: Science
CAMPUS: Main Campus

FWS SUPERVISOR: Patrice Parsons
DIRECTOR: Chase Machen
VICE PRESIDENT: Dava Washburn

PHONE NUMBER: 903-415-2557

HOURS per WEEK: 19

HOURS PREFERRED: Flexible until 6:00pm

JOB DUTIES:

- Assist with all aspects of the Chemistry and Biology Laboratories
- Clean and straighten the chemistry and biology laboratories
- Clean and straighten stockroom and prep room
- Operate laboratory glassware washer, autoclave, and other laboratory equipment
- Hand wash laboratory glassware which requires it
- Help setup laboratories for each weeks activities
- Help laboratory instructors when needed
- File microscope slides
- Assist with miscellaneous projects

REMOTE WORK:

SOFTWARE:

SKILLS: Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

SPECIAL NEEDS:

INFORMATION: To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

Some positions require working until 6:00 pm.

There is no formal evaluation procedure, however, worker studies are expected to:
Follow all GC Standards of Conduct as found in the Employee handbook
Demonstrate the Viking Values - balance, clarity, gratitude, service, teamwork & trust
Comply with all state and federal laws and regulations related to higher education
Maintain the confidentiality of student information and other private records
Maintains a professional appearance and professional demeanor.
Failure to do so will result in disciplinary action as outlined in the employee handbook