

# **Student Employment Job Description**

## **Student Employment Office Only**

\$13.00 per hour

## **Department Only**

**Department:** School of Biological and Physical Sciences

Campus: New Smyrna Beach

**Funding:** Federal Work Study (FWS) or Institutional Work Study (IWS)

**Hours Per Week:** up to 20

**Hourly Wage:** \$13.00

**Days Needed:** Monday through Friday (Flexible)

**Times Needed:** 8am to 5pm (Flexible)

Contact: Mr. Bryan Alexander

Contact Info: bryan\_alexander@daytonastate.edu

NSB building 2, room 107/131

(386) 423-6318

Job Title: Lab Assistant

Purpose of Job: To prepare, set up and break down science laboratories

#### **Duties/Responsibilities:**

- Assist in the preparation, set up and clean up of science labs and prep area.
- Assist in maintaining materials, supplies and equipment used in labs.
- Responsible for keeping work area and classroom labs clean and organized.
- Responsible for reporting to the Science Lab Manager any problems pertaining to science labs.
- Assist in maintaining inventory of live organisms (plants, microorganisms, fish).
- Responsible for lab glassware and properly disposing of hazardous waste.

### **Job Qualifications:**

- Must be able to follow oral and written instructions precisely.
- Must be able to work independently, effectively, and professionally.
- Must be present, punctual, and able to perform assigned duties.
- Must have strong time management skills.
- Must have a strong interest in science.

#### **Requirements:**

Resume