

**TRINITY VALLEY COMMUNITY COLLEGE  
FEDERAL WORK-STUDY  
JOB POSTING**

**ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:**

JOB TITLE	<u>Science Lab Assistant</u>
DEPARTMENT	<u>Physical Science and Chemistry</u>
REQUESTOR - SUPERVISOR	<u>Michael Felty</u>
OFFICE (Bldg & Room #)	<u>Gibb 204</u>
OFFICE PHONE #	<u>903-670-2669</u>
OFFICE CONTACT HOURS	<u>M-F 9:00-5:00</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>10-19 hours</u>

QUALIFICATIONS REQUIRED Has taken at least one chemistry class or one physics class and received at least an "A". Must have recommendation from a faculty member in the science dept.

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DUTIES Help with lab set up and breakdown. Assist students with questions concerning lab techniques, procedures, lab reports and assignments. Inventory and categorize laboratory chemicals and equipment. Perform various laboratory housekeeping functions as needed. Grade and file papers as needed. Other appropriate tasks may be assigned when deemed necessary.

PRE-SCREENING QUESTIONS None

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OTHER PERTINENT INFO Must be willing to work with and handle hazardous materials. Appropriate safety training will be provided by the supervisor.

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