

## **Requirements and Job Description: General Lab Tech/Support Staff Member for BSC1005/L, General Biology for Non-Majors Lab and Lecture Courses**

### **Minimum Requirements:**

- a. Major in Biological Science, or related field
- b. Min. GPA of 3.0 in the major
- c. Sophomore standing at time position starts

**Job Description:** The support staff position pays \$8.15/hour and is a 10-hour/week position (see “Sample Schedule”). In general, this position involves supporting the BSC1005/L lab and lecture courses, from lab prep to clerical work. Support staff members are expected to:

1. Attend an organizational meeting during first week of classes to receive an introduction to the lab course and go over individual duties.
2. Help to create a cohesive schedule with the Lab Manager before the semester begins. Each Support Staff Member will work 10 hours/week with multiple shifts at least 2 hours long.
3. Remain professional while at work.
  - a. Keep chatting to a minimum as to not distract other staff, TAs, or students.
  - b. Only general lab tech/support staff members are allowed in the office space. If TAs or tutors need you for personal reasons, please leave the office and talk elsewhere.
  - c. Use discretion when discussing student matters; all staff members will sign confidentially statements and have FERPA training.
  - d. Expect to work on BSC1005/L tasks your entire shift. We’re not allowed to pay anyone for working on homework, preparing meals or other personal tasks.
  - e. Adopt a task if it is not given to a specific person and notify course administrators that you are taking it on. If a Support Staff Member has no tasks while on a shift, they should ask the Lab Manager to assign them one.
4. Perform clerical duties such as:
  - a. Maintain a neat and friendly office environment.
  - b. Place phone calls when asked, and answer the phone professionally; “General Biology” is a suitable option.
  - c. Check the office e-mail account frequently during the day.
  - d. The office uses an online calendar system to keep track of the Support Staff schedules and the appointments of the Faculty coordinator. The Support staff must keep this updated with changed is weekly schedules and new student appointments.
  - e. Keep up with filing, organizing, discarding, and recycling so that papers do not pile up in the office or stored documents areas.
  - f. The BSC 1005/L office maintains a stock of organisms (blackworms, algae, urchins, microorganisms) for the lab. Support Staff Members must care for and maintain them according to the Organism Care Guide.
5. Perform laboratory duties such as:
  - a. After every lab section, a Support Staff Member will be assigned to go in and help the TA complete their cleanup checklist before the next lab begins. This is imperative to keeping our sections well stocked and on schedule.
  - b. Assist with lab break down and set up in 421 Carothers prior to wet lab, which begins at 1:30 on Fridays.

- c. Break down the previous week's lab and set up the current week's lab every Friday in both lab rooms, directed by the Lab Manager.
- d. Keep the Prep Room tidy and organized, cleaning dishes daily and putting away lab materials weekly.
6. Prepare and utilize BSC1005/L Resources:
  - a. All Support Staff Members are expected to have learned the lab and lecture course syllabi so they are able to answer student questions.
  - b. All Support Staff Members are expected to have read and understood the Support Staff Manual, the Set-Up Manual, and the Breakdown Guide.
  - c. Each Support Staff Member should learn the labs to better assist with set up, breakdown, and lab checks during the week.
7. Leave policy: Talk to the faculty coordinator and lab manager before taking time off. If you intend to miss a shift, you must get in contact with other staff that may be covering for you and inform them of your duties/responsibilities so that they are covered. If there is an emergency and you miss your shift, please contact admin and let us know.
8. Drive BSC1005L students in the biology van as needed during the field trip week.
9. Support Staff Members will proctor exams for students that missed them. The exam retake will be scheduled on the appointments calendar by the Faculty Coordinator.

**Sample Schedule:**

Office Staff Sample Schedule						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
7AM						
8AM						8AM
9AM	Support Staff 8:30 - 11:30 AM	Support Staff 2 8:00 - 1:00PM	Support Staff 8:30 - 11:30 AM	Support Staff 2 8:00 - 1:00PM	Support Staff 8:30 - 11:30 AM	9AM
10AM						10AM
11AM						11AM
NOON						NOON
1PM						1PM
2PM	Support Staff 3 2:00 - 4:00PM		Support Staff 3 2:00 - 4:00PM			2PM
3PM						3PM
4PM						4PM
5PM					Support Staff 3 10:30 - 4:30PM	5PM