

**Description of the position**

This request is for an RSAP position as Lead Laboratory Assistant (although we are open to other suggestions for a title). The Department of Biology hires a number of work study students to assist in introductory laboratories. We are in need of an individual to supervise and coordinate these students in their tasks of preparing for, setting up, and taking down labs; setting office hours; working with students enrolled in the lab; and assisting the laboratory professors in other ways. The RSAP will develop organizational skills in managing the setup needs of six laboratory sections and personnel management skills in coordinating the work of six to eight work study students. The work will tie in with the RSAP's academic objectives in that the RSAP will be a biology major and will need to draw on his/her prior experience in the lab. (Note that these duties overlap in no way with current RSAP position in microscopy in biology.)

**Specific student associate responsibilities**

- Report directly to the Biology Laboratory Supervisor and Stockroom Manager
- Oversee planning, setup, and take down of Biology 131 and 141 labs
- Help establish and ensure adherence to schedules and duties of work study laboratory assistants for Biology 131 and 141 labs
- Manage Kronos for departmental work study students
- Assist in various laboratory management and stockroom duties such as ordering, stocking, inventory, and accounting
- Assist in maintaining compliance with health and safety regulations
- Assist in facilities management such as routine monitoring of non-ambient storage, and water and gas systems

**Requirements for the student associate**

- Successful completion of Biology 130, 131, 140 and 141
- Positive recommendation of Biology Laboratory Supervisor and the student's Biology 131 or 141 professor.
- One year prior service as lab assistant for Biology 131 and 141.