

## **Undergraduate Lab Assistant in Biology**

### *Job description*

The student (Lab Assistant) employed in this role will assist the Biology faculty and perform necessary laboratory and instructional tasks that support the Biology teaching laboratories. In particular, the student in this position will support the courses and students taught by Asst. Prof. Mark Chee (Lab Supervisor).

### Responsibilities

1. Report to Supervising Faculty/Lab Coordinator for weekly assignments.
2. Prepare, set up, and demonstrate lab experiments for Biology labs.
3. Wash and store Laboratory glassware.
4. Refill distilled water and 70% ethanol bottles.
5. Clean laboratory counters and whiteboards.
6. Perform lab inventory as directed by Lab Supervisor.
7. Discard lab waste and broken glass boxes when necessary.
8. Function as an undergraduate teaching assistant during lab sessions to guide students through lab exercises.
9. Clean up and dispose of lab material, including autoclave sterilization of potentially biohazardous waste, as directed by Lab Supervisor.
10. When possible, help with lab breakdown after end of class.
11. Assist Laboratory Supervisor with end of the semester lab clean up and inventory.
12. Report to Lab Coordinator to submit timesheet to HR Director (Jamie Hlubb) on specified dates.
13. The Lab Assistant should not use work time to study.

### Requirements

1. Applicant must be a student at the University of Tennessee Southern.
2. Applicant cannot be currently enrolled in the classes that the Lab Assistant will be helping with.

### Desirable Qualifications

1. Successful completion of Biology courses they are assisting in, preferably with a grade of B or above.
2. Applicant must be able to follow specific directions as given by Lab Supervisor.
3. Interest in directed independent research, post-graduate degree work, or lab employment in the future is a plus.

### Remuneration

1. Either federal work-study or \$10/h for student without work-study award, up to 75 h maximum per semester.