



THE UNIVERSITY OF TENNESSEE
SOUTHERN

Undergraduate Lab Assistant in Biology

Job description

The student (Lab Assistant) in this role will assist the biology faculty and perform necessary laboratory and instructional tasks supporting the Biology teaching laboratories. In particular, the Lab Assistant will support the courses and students taught by Asst. Prof. Mark Chee (Lab Supervisor). Primarily, the Lab Assistant will be involved in microbiological work.

Responsibilities

1. Report to the Supervising Faculty/Lab Coordinator for weekly assignments.
2. Prepare, set up, and demonstrate lab experiments for Biology labs.
3. Assist with the maintenance, preservation, and recording of bacterial and fungal cultures.
4. Assist with the maintenance of *Drosophila* fly cultures used in the lab.
5. Wash and store laboratory glassware.
6. Refill distilled water and 70% ethanol bottles.
7. Clean laboratory counters and whiteboards.
8. Perform lab inventory as directed by Lab Supervisor.
9. Discard lab waste and broken glass boxes when necessary.
10. Function as an undergraduate teaching assistant to guide students through lab exercises during lab sessions.
11. Clean up and dispose of lab material, including autoclave sterilization of potentially biohazardous waste, as directed by Lab Supervisor.
12. When possible, help with lab breakdown after the end of class.
13. Assist Laboratory Supervisor with end-of-the-semester lab clean-up and inventory.
14. Report to Lab Coordinator to submit the timesheet to HR Director (Jamie Hlubb) on specified dates.
15. Document work performed using a professional laboratory notebook.
16. The Lab Assistant should not use work time to study without permission.



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Requirements

1. Applicant must be a University of Tennessee Southern student.
2. The applicant cannot currently enroll in the classes 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 students without work-study award, up to 75 h maximum per semester.