2009 - 2010
FEDERAL WORK-STUDY
JOB DESCRIPTION

Department: Chemistry and Environmental Science Technology
Campus: Cooper Campus
Supervisor: Rae Ann Gill

Contact Information:
Name: Rae Ann Gill
Building: Oswald
Room: 234 Office Suite
Phone: 246-6458

Brief Job Description: Assistant to the Chemistry/EST instructional specialist. Responsibilities will include: Prepare, under supervision, materials and equipment for Chemistry and EST laboratories; Put away supplies after labs have ended; clean and dust counters; wash and put away glassware; perform clerical duties, including copying and word processing; and assist with maintaining inventory supply lists.

Preferred qualifications: A student majoring in the sciences, or one who has had some lab experience. Computer skills is an asset but, not necessary. Reliability is extremely important, essential. I would like someone to commit to the maximum hours/week allowable. (~10 - 15 hours/week).

Number of positions: 1 (~ 5-10 hours/week needed fall, spring)

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