

## Position Description

### POSITION PROFILE

**Position Title:** Student Chemistry Lab Assistant

**EOU Department/College:** Chemistry - Biochemistry

**EOU Supervisor Title:** Colby Heideman, Professor of Chemistry - Biochemistry

**Typical Job Duration:** Academic year (Fall to Spring)

**Job Level:** Level 2, \$13.70

**Type of Schedule/Typical Hours:** Part-time; hours are flexible based on the lab schedule and course requirements. Typically requires availability during scheduled lab sessions.

**Typical Number of Hours Per Week:** 10-15 hours

### POSITION INFORMATION

#### **Student Position Description Summary:**

This position provides support for chemistry laboratory instructors. Workers are required to have successfully completed the laboratory course (or higher) and successfully pass Chemical Safety.

#### **Job Duties/Responsibilities/Essential Functions:**

- Provide supervision and ensure safety during lab sessions.
- Enforce lab safety protocols and ensure compliance with all safety guidelines.
- Answer student questions and provide guidance on laboratory techniques.
- Assist students with the setup and execution of experiments.
- Help students with data collection and analysis.

- Perform routine maintenance and preparation of lab equipment and chemicals.
- Assist in the preparation and cleanup of the lab environment.

## HIRING CRITERIA

### Minimum Qualifications:

- Successful completion of the lab course (or higher)
- Successful completion of Chemical Safety (Chem 285)

### Preferred Qualifications:

- Ability to enforce safety protocols in a laboratory setting.
- Ability to communicate clearly with others.

### Desired Knowledge, Skills & Abilities:

- **Chemical and Laboratory Skills:** Familiarity with basic chemistry principles and proficiency in using laboratory equipment.
- **Safety Compliance:** Knowledge of chemical safety protocols for handling, storage, and disposal of chemicals.
- **Analytical and Technical Skills:** Ability to analyze experimental data and troubleshoot laboratory equipment.
- **Communication and Interpersonal Skills:** Strong communication skills to instruct and assist students, and work collaboratively with lab staff.
- **Organizational Skills:** Efficient in managing multiple tasks, maintaining detailed records, and keeping the lab organized.
- **Problem-Solving:** Skills in identifying and resolving experimental and equipment-related issues.

## STUDENT LEARNING OUTCOMES

*As a result of completing this internship, the student will:*

### Academic Learning Outcomes:

- Develop a deeper understanding of laboratory procedures and safety protocols.

### Industry Learning Outcomes:

- Gain hands-on experience that enhances technical skills in chemistry and lab management.

### Career-Readiness Learning Outcomes:

- Build critical skills in communication, safety management, and problem-solving that are vital for a professional career in scientific research or related fields.

## PROFESSIONAL DEVELOPMENT & TRAINING

### Professional Development & Training

Eastern Oregon University is an EEO Employer and welcomes application from women, members of historically underrepresented minority groups, US Veterans, and persona with disabilities. EOU is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities and employment without illegal discrimination on the basis of age, color, disability, national origin, race, marital status, religion, sex, sexual orientation, gender identity, gender expression or any status as protected by state or federal law.

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## LEARNING ASSESSMENT & PERFORMANCE EVALUATION

### Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework