

STUDENT LABOR POSITION DESCRIPTION**Chemistry**

Most Recently Updated 8/23/2000

Position Title: Director of Instrumentation
Must work 15 hrs/wk.

I. Grade Level: 5**II. Description:**

A. The following are the essential duties for a Director of Instrumentation in the Chemistry Department:

1. Must be able to perform all of the duties of a Teaching Assistant
2. Must be able to work with the faculty to organize instrument maintenance schedule
3. Must be able to supervise and train teaching assistants on the proper use of the instrumentation in the Chemistry Department.
4. Performs other job-related duties as assigned.

B. The following are possible additional duties for this position:

1. Developing new laboratory exercises.
2. Research
3. Work with science technician on the repair of instruments
4. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Put chemistry skills to practical use
- B. Review & enhance your knowledge of chemistry
- C. Improve communication skills

IV. Basic Qualifications:

- A. General: Major in Chemistry; time to work 15 hours
- B. Skill: Must be able to communicate with other students and professors; must not be daunted by technology; must be able to read technical manuals
- C. Physical: Must be able to do routine janitorial work
- D. Academic: Junior or Senior Level/ must know the capabilities of the instruments

V. Desirable Qualifications:

- A. Must be able to do routine work.
- B. Must be able to work with the faculty.

VI. Narrative Summary:

The Director of Instrumentation was responsible for assisting the faculty in the routine maintenance of instrumentation and the training of student users. The director had the ability to work independently and to recognize when instruments are not working up to specifications. In addition, student performed additional job-related tasks as assigned.