

STUDENT LABOR POSITION DESCRIPTION
(SENS)

Most Recently Updated 15/07/02

Position Title: Student Project Assistant

Must work 15 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for a Project Assistant in the SENS Program:

1. Assist SENS faculty in planning and implementation of research and demonstration projects
2. Inventory and maintain equipment and supplies for research and teaching
3. Prepare orders for equipment and supplies as requested by SENS faculty
4. Compile reference materials through web-based searches and other sources.
5. Assist SENS faculty in preparation of manuscripts and posters
6. Work independently on assigned tasks.
7. Performs other job-related duties as assigned.

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

None beyond those described as essential above.

III. Learning Opportunities:

- A.** Will learn or demonstrate the attributes listed on the “Outline of Berea’s Labor and Learning Progressions” for this job’s grade level and all levels below it as published in *the Berea College Student Labor Program Policies and Procedures Manual*.
- B.** Increase knowledge of sustainability issues and ecological design.
- C.** Knowledge of general construction and natural building techniques
- D.** Organizational skills
- E.** Problem solving

IV. Basic Qualifications:

- A.** General: Aptitude for problem solving and independent work.
- B.** Skill: Basic knowledge of issues in sustainability, familiarity with hand tools, computer word processing, web-based searches
- C.** Physical: Mobile, able to lift 25 pounds
- D.** Academic: At least one lab science course or technology course.

V. Desirable Qualifications:

- A.** One or more SENS courses
- B.** SENS minor

VI. Narrative summary

Student supports SENS faculty conducting research projects and in meeting other programmatic goals. This includes considerable opportunity for experiential learning through direct participation in ecological design, “green building, and other applications of sustainable technologies for research and demonstration purposes.