Blue Ridge Community College - Employee Job Description

Position Title: Chemistry Work Study	**Classification**: Work Study
Division: Instruction	**Pay Rate:** $8.50/hr.
Department: Arts & Sciences – Chemistry	

To apply, contact: Vicki H. Audia at (828) 694-1848

Statement of Primary Purpose:

A Chemistry work-study student is expected to work under supervision in the chemistry lab and to assist in the organization of supplies and materials that support both the labs and the courses. A student working as chemistry work-study has an opportunity to improve their knowledge of chemistry. Assigned duties will always be explained thoroughly to enable the student to work safely and understand the process for completing a task. Students will be expected to maintain inventory, perform lab preparations including equipment setup, solution preparations, sample preparations and complete proper cleanup following lab experiments. Work study students are expected to follow all safety protocols when working in the lab.

Essential Functions and Responsibilities:

Duties for Chemistry Work Study will include:

Learn to safely handle chemicals under supervision.

a) Prepare solutions for all levels of chemistry labs
b) Prepare samples for all levels of chemistry labs
c) Prepare unknowns when required
d) Assist in setup and organization for various chemistry experiments
e) Breakdown and clean up after chemistry experiments
f) Properly categorize chemical waste with supervision
g) Neutralize acid and base waste streams with supervision
h) Assist in maintenance of chemistry course documentation
i) Assist in maintaining chemical inventory
j) Assist in maintaining current library of Material Safety Data Sheets for all chemicals
k) Coordinate inventory listing with filed Material Safety Data Sheets (MSDS)
l) Assist in maintaining glassware and equipment inventory
m) Assist in general cleaning and organization of stockroom and laboratories
n) Update chemical inventory as chemicals enter the lab
o) Review Chemical Stock items for integrity of samples and current dates
p) Become very familiar with laboratory procedures and practices
q) Strictly adhere to safe chemical hygiene practices and all laboratory safety rules
r) Develop good habits and an awareness of safety in a laboratory environment
s) Wear proper personal safety gear (goggles, gloves, proper clothing) when working in the lab
t) Assist in maintaining the proper lab glassware in all student lab benches
u) Assist with maintenance of lab balances
v) Assist with the organization and oversight of all chemicals in flammable cabinets, corrosive cabinets, acid cabinets and general chemical cabinets
w) Assist with strict inventory and organization of specific LabPaqs for chemistry courses at both HCC and TCC
x) Properly maintain the chemistry posters to coincide with topics in chemistry
y) Assist with grading as needed
z) Clean and maintain lab goggles each week for all lab courses
aa) Set up equipment and chemicals required for instructor lab demonstrations

Additional Duties and Responsibilities:

a) Assist with general electronic record updates for: 1) chemical inventory; 2) Equipment and Glassware Inventory; 3) LabPaq Inventory. (Supervisor will take provide experience with Excel spreadsheets).
b) Check grading records for correctness to avoid instructor error.
c) Assist instructor as needed to keep chemistry lab and CHM courses operating effectively.
d) Maintain organized chemistry lab drawers.
e) Receive, organize and maintain HOL LabPaq supplies.
f) Maintain clean lab benches and hoods
g) Washing and general cleaning of glassware and equipment

All work in the laboratory environment will be closely supervised by an instructor familiar with the protocols and procedures of that particular field of science. Clear instruction combined with written and/or verbal instruction will be given before every task. Work study students will utilize safety procedure and practice as well as personal protective equipment (safety glasses, gloves, fume hoods and laminar flow hoods).

Minimum Qualifications

Education*: High School degree; Have completed high school chemistry or Fundamentals of Chemistry (CHM 092 or equivalent)*

Knowledge and Skills*:*

- Basic science background including laboratory skills
- Limited Computer knowledge
- Responsible and willing attitude
- Attention to detail
- Recognition of the responsibility for observing all safety rules
- Strict adherence to the protocols provided by their supervisor when working on a given task

Physical Demands*: Walking, Standing, Light lifting,*

Date Last Revised: