

**Student Worker Position Description
William Jewell College
2025-26 Academic Year**

OFFICE OR DEPARTMENT: BIOLOGY

CONTACT PERSON: Renee Harper

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JOB TITLE: Biology Lab Prep Staff

JOB DESCRIPTION: PREPARATION OF REAGENTS AND EQUIPMENT PRIOR TO LABS AND CLEAN UP AFTER LAB. WASH LAB DISHES, FILL PIPETTE TIPS, LIGHT CLEANING IN THE DEPARTMENT, OTHER DUTIES AS ASSIGNED.

NUMBER OF HOURS PER WEEK: 10 [Federal work study positions only]

WORK DAY SCHEDULE: Flexible between 8:00 AM and 5:00 PM

SEMESTER(S) OF EMPLOYMENT: Fall & Spring Semesters

WAGE RATE: \$14/HR

NOTE: STUDENTS MAY NOT WORK DURING REGULARLY SCHEDULED CLASS TIME. IF CLASS IS CANCELLED OR DISMISSED EARLY, THE STUDENT MUST PROVIDE DOCUMENTATION FROM THE FACULTY MEMBER BEFORE BEGINNING WORK.

REQUIRED SKILLS:

	Answer phones		Grounds/landscaping		Statistics
	Ability to work in office setting	X	Interpersonal skills		Theatre/Stage Production
X	Ability to do physical labor	X	Inventory		Time management skills
	Accompanist		Lifeguard Certification		Tutoring
	Clerical/filing		Photography		Typing/data Entry
	Computer skills	X	Research		Sales
	Customer Service	X	Science knowledge to assist lab		Video/audio/sound technical skills
	Custodial		Sports Information		Web page design
X	Effective Communication				

Other, please specify: 3 positions available

Additional Information: