

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Biological Sciences
POSITION: Office and Lab Support
SUPERVISOR(S): Marschelle McCoy
PURPOSE / ROLE: Assist in varies aspects of the Biological Office and Lab
QUALIFICATIONS: Basic office skills. Ability to follow instructions, Cleaning skills.
ACADEMIC YEAR: 2022/2023
CONTRACT DATE: August 22, 2022 through May 05, 2023
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Employees may perform an array of duties including but not limited to: office support duties, fundraising, lab support duties, lab prep duties, coordination of special events or outreach programs and animal care.