

**JOB TITLE:** Student Laboratory Assistant

**WORK AREA:** Science Department

**AREA HOURS:** 8:00 am to 4:00 pm

**JOB RESPONSIBILITIES, DUTIES:**

Help with preparation of chemicals, set up and break down of laboratory supplies and equipment and related duties (equipment cleaning, dish washing, etc.). Daytime hours 8-4 PM

**PERFORMANCE EXPECTATIONS/CONDUCT:**

Be on time, follow procedures and instructions well, work well independently as well as in a team, have a good work ethic and willingness to learn.

Will this position require any driving of RCTCs State owned vehicles or a personal vehicle?

Yes  No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

**NUMBER OF STUDENTS NEEDED:**

(Assume 10-15 hours per student.)

2 Academic Year

0 Summer (June-August)

**TYPICAL WORK HOURS:**

(Check all that apply)

Daytime  Evening  Weekends

**PERFORMANCE REVIEW:**

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

**TO INTERVIEW FOR THIS POSITION, CONTACT:**

Contact Person: Chadd Kunkel  
Location: ST226  
Phone: 507.529.6153  
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