

STUDENT JOB DESCRIPTION

JOB TITLE: Student Laboratory Assistant

WORK AREA: Science Department

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

JOB RESPONSIBILITIES, DUTIES:

Assist with the preparation of chemicals and the setup and takedown of laboratory supplies and equipment. Responsibilities also include cleaning lab equipment, washing dishes, and performing other related tasks as needed. Work hours are typically between 8:00 AM and 4:00 PM.

PERFORMANCE EXPECTATIONS/CONDUCT:

Arrive on time and adhere to all procedures and instructions. Demonstrate the ability to work independently and collaboratively in a team environment. Exhibit a strong work ethic, reliability, and a willingness to learn.

- Consistently maintain a welcoming and helpful attitude in all interactions.
- Demonstrate initiative and awareness of lab activity and student needs.
- Communicate any schedule changes to your supervisor or lead worker in advance.
- Maintain a tidy and organized work environment.
- Limit use of personal devices during work hours; avoid personal calls, texting, or using social media.
- Refrain from inviting friends to visit during your shift.
- Dress appropriately for a professional office setting.

Additional Information:

- Turn in Payroll forms to be granted access to eTime via e-Services under Student Employment.
- All hours must be recorded on eTime the day they are worked: <https://www.rctc.edu/eservices/>
- You are entitled to a 15-minute break for every four consecutive hours worked.

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.)

2-3 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:

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