



STUDENT WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Chemistry Stock Room Assistant

DEPARTMENT: Math and Science

FILING DEADLINE: M T W Th F 8 am – 5pm depends of student schedule(max 20 hrs/week)

REPRESENTATIVE DUTIES:

- Assist chemistry students at the Stock Room window to check in/out equipment
- Cleaning and organizing storage area in the Chemistry stock room and labs
- Update chemical and equipment inventory in chemistry storage area
- Assist and prep for chemistry labs
- Repair broken equipment

KNOWLEDGE AND ABILITIES:

- Completed Chemistry 22 class Passing
- Passing safety test provided by Chemistry Stock Room
- Be organized and on time
- Follow directions provided by lab technician and instructors
- Excellent customer service skills desired

CONDITIONS OF EMPLOYMENT:

- Must be eligible for Federal Work Study.
- Must be enrolled in a minimum of 9 units at Hartnell College each semester.
- 15 to 20 hours per week (not to exceed 20 hours per week)
- Salary range \$ \$ 10.50 an hour.

APPLCATION PROCEDURE:

- The following item must be completed by the filing date.
- A completed Hartnell College Application for Student Employment on Campus form.

Submit the completed FWS Application to Elizabeth Hutchins by August 25th 2017

In the Chemistry Stockroom S-206

In the Science Building (S)