**STUDENT HOURLY POSITION ANNOUNCEMENT**

JOB CLASSIFICATION/TITLE: Chemistry 23 Lab Assistant

DEPARTMENT: Department of Supportive Programs & Services (DSPS)

FILING DEADLINE: January 8, 2020:

REPRESENTATIVE DUTIES:

A student employee hired by DSPS who assists with various lab requirements and procedures that students need assistance to complete (e.g., retrieval or manipulation of supplies or equipment). Lab assistants are hired to aid students with disabilities with the physical mechanics and dexterity requirements of lab activities (e.g., lifting, pouring).

In general, lab assistants:

* Will perform only those tasks directed by the student;
* Are used as a tool, not as a teacher or tutor;
* Will not prompt or guide a student in performing a lab task;
* Will not explain nor interpret lab assignments/questions.
* Review the syllabus.
* Arrive on time to lab.
* Wear appropriate protective equipment and abide by all lab safety protocols.
* Do not assist, prompt, or explain assignments or questions.
* Remain quiet and out of the way when not needed to assist with lab activities.
* Do not participate in the lecture by answering questions or making comments.
* Do not engage in conversation with the student.
* Notify the student as soon as possible and DSPS via email if you are unable to

CONDITIONS OF EMPLOYMENT**:**

* Duties split between 3 lab assistants
* Assignment will occur alternate weeks
* Schedule time is on Wednesdays 11:00 am – 1:50 pm in S202
* Salary Range $ 13.00 an hour

**APPLICATION 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 student application to:

DSPS, Attention: Silvina Zepeda

Building B, Room 107 (831) 755-6760