

STUDENT EMPLOYMENT OPPORTUNITY

 X Federal Work Study Only

Date posted: 12/03/21

 Federal Work Study and/or Non-Work Study

JOB TITLE: Science Lab Assistant, Part-time - Temporary

NUMBER OF POSITIONS: 2

DEPT/LOCATION: STEM/B

CONTACT INFORMATION:

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DUTIES: This role supports science labs by preparing rolling carts, rooms, and sterile media for biology courses. Individual will receive guidance from the science lab director and other science instructors. Responsibilities include—but are not limited to the following: following written and oral directions, communicating with other employees, reporting any issue to appropriate parties, following HCC’s chemical hygiene plan, inoculating culture tubes or plates, performing general lab cleaning/straightening, and adhering the science department’s check in/check out procedures. This role does involve physical activity of standing for periods of time, bending, squatting, pushing a rolling cart, loading and unloading glassware in a dishwasher, counting items in student drawers, etc.

QUALIFICATIONS: Prior experience as a student in a college science course with a lab is required. Applicant should be reliable, friendly, ask questions when unsure, and be willing to work with others as this role will be responsible for supporting the lab experience for students and instructors. Individual must be able to use the Microsoft Suite of applications, be able to measure liquid and solid chemicals accurately, and follow safe handling procedures of chemicals and any generated waste.

LEARNING OBJECTIVE(S): Demonstrate the ability to work and communicate with others, maintain a reliable schedule in a laboratory

environment, gain understanding of chemical hygiene procedures, and learn more about the materials and techniques required to support science labs at Heartland Community College.

ESSENTIAL COMPETENCY: PS 1 – PS 4

NUMBER OF HOURS/WEEK: 5 – 20 Hours/Week, depending on associated labs and approved schedule. Hours are set by the science lab director.

HOURLY WAGE: \$11.00/Hour

GENERAL WORK SCHEDULE: At minimum, the individual must be available on Fridays to setup labs and at least one other day during the week to check on supplies and neatness of lab spaces. Work schedule is between Monday through Friday, 7:30 a.m. to 6 p.m. to ensure that individual is not working alone. Schedule is pre-approved by the science lab director prior to working to ensure safety and to set times for laboratory preparation guidance.

**PLEASE SUBMIT YOUR EMPLOYMENT APPLICATION TO
THE FINANCIAL AID OFFICE.**

**THE DEPARTMENT WILL CONTACT YOU DIRECTLY IF YOU
ARE SELECTED FOR AN INTERVIEW.**

Work Study Reference Sheet

General Information:

- For a student to be eligible for work study, they must be enrolled in at least 6 credit hours, maintain a 2.00 GPA and have need (need is calculated based on FAFSA information and assistance a student is receiving).
- The average work study student at Heartland is eligible for \$3000 for the Fall/Spring school year. At \$11.00/hr, \$3000 equates to a student working 8-10 hrs. per week for 32 weeks (16 weeks per semester).
- Summer work study eligibility is determined on a yearly basis based on our work study allotment from the Department of Education and our usage during the preceding fall and spring semesters.

- Advertising for a student worker positions is done through the Financial Aid Office.
- Student employment applications are available in the Financial Aid Office and are submitted to the Financial Aid Office to check for work study eligibility and then are forwarded onto the departments the student noted.

Changes effective fall 2017

- Job postings will need to include a learning objective and a HCC Essential Competency.
- Students hired for Assistant II positions must be work study eligible; you will need VP approval to hire a non-work study student for an Assistant II position.
 - Examples of Assistant II positions are: Ambassador, Assistant II, Lab Assistant II, Peer Mentor and Peer Tutors.
- Assistant I positions will continue to be open to work study and non-work study at the department's discretion based on budget and needs.
- Please contact HR if you are unsure on the classification of the position you are hiring for.