



**Position:** Biology Lab Student Assistant

**Department:** Biology Department

**Employment type:** Part-time, 20 hours or less

**Overview:** The Biology Lab Student Assistant supports laboratory operations by maintaining living organisms, preparing and cleaning laboratory equipment, and assisting with lab setup and teardown. This role involves ensuring the cleanliness and organization of lab spaces, following instructions for media preparation, and managing biological waste.

**Work Schedule:**

**Job Duties and Required Competencies:**

**Career and Self-Development:**

- **Skills:** Show an awareness of own strengths and areas for development. Display curiosity; seek out opportunities to learn. Professionally advocate for oneself and others.
- **Tasks:**
  - Seek opportunities to learn about lab operations and cleaning procedures.
  - Communicate effectively with supervisor and coworkers.
  - Assess personal strengths and weaknesses in the lab.

**Communication:**

- **Skills:** Communicate in a clear and organized manner so that others can effectively understand. Promptly inform relevant others when needing guidance with assigned tasks. Ask appropriate questions for specific information from supervisors, specialists, and others.
- **Tasks:**
  - Assist in preparing media and following detailed instructions.

- Communicate clearly with supervisors and staff when setting up and taking down teaching labs.
- Assist in autoclaving biological waste and inform relevant parties of any issues.

### ***Critical Thinking:***

- **Skills:** Analyze and address lab needs with sound judgment and proactive problem-solving. Gather and analyze information from a diverse set of sources and individuals to fully understand a problem. Proactively anticipate needs and prioritize action steps.
- **Tasks:**
  - Keep the prep lab clean and organized.
  - Gather information to address lab issues as they arise.
  - Anticipate and prioritize tasks based on lab needs.
  - Assist in maintenance of living organisms in biology labs. Includes feeding fish, watering plants, and maintaining termite and/or bean beetle colonies.

### ***Equity and Inclusion:***

- **Skills:** Engage with diverse perspectives and contribute to equitable practices within the lab environment.
- **Tasks:**
  - Demonstrate flexibility and openness to new ideas and diverse viewpoints.
  - Contribute to inclusive practices and adapt to various lab environments.
  - Actively support equitable practices in lab operations and interactions.

### ***Leadership:***

- **Skills:** Exhibit a positive attitude, take initiative, and manage tasks effectively.
- **Tasks:**
  - Serve as a role model by approaching lab tasks with confidence.
  - Plan and complete assigned projects and lab setups.
  - Seek feedback and leverage diverse resources to improve lab operations.

### ***Professionalism:***

- **Skills:** Demonstrate reliable work habits and a high level of attention to detail.
- **Tasks:**
  - Report to work prepared and on-time, maintaining a professional demeanor.
  - Complete tasks with precision, minimizing errors.
  - Maintain an organized and clean lab environment.
  - Assist in cleaning glassware.
  - Assist in keeping labs clean, including cleaning bench tops and sweeping floors.

### ***Teamwork:***

- **Skills:** Collaborate effectively with others to achieve common goals and support lab operations.
- **Tasks:**
  - Listen to and understand input from colleagues, asking relevant questions.
  - Manage conflicts and work harmoniously with diverse personalities.
  - Use personal strengths to complement team efforts and enhance lab functions.

### ***Technology:***

- **Skills:** Utilize and adapt to lab technologies to improve efficiency and decision-making.
- **Tasks:**
  - Stay open to learning new lab technologies and techniques.
  - Adapt quickly to new or unfamiliar technologies used in lab processes.
  - Integrate technology effectively to support lab operations and decision-making.

### ***Additional Responsibilities:***

- Assist in setting up and taking down teaching labs for BIO101, BIO102, BIO106, BIO107, BIO150, and BIO256.
- Perform other duties as assigned to support the smooth operation of the Biology Department.

***Required Qualifications:***

- Ability to maintain a clean and organized lab environment.
- Basic understanding of lab equipment and safety procedures.
- Strong attention to detail and reliability.

***Additional Considerations:***

- Experience in a laboratory setting or with biological specimens.
- Familiarity with lab safety protocols and cleaning procedures.

**By fulfilling these responsibilities, you will contribute to the efficient and effective operation of the Biology Lab, support student and faculty success, and enhance the overall learning environment within the Health and Life Sciences division.**

**For more information, please contact the Federal Work Study (FWS) Program Coordinator at [federalworkstudy@pvcc.edu](mailto:federalworkstudy@pvcc.edu)**