**STUDENT ASSISTANT JOB DESCRIPTION**

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<tr>
<th>Department: Sciences and Mathematics and Environmental Health &amp; Safety</th>
<th>Supervisor: Steven Runyon and Craig Dawson</th>
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<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td><strong>Hours to be Worked:</strong></td>
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<tr>
<td>Student Assistant – Campuswide Hazardous Materials inventory data collection</td>
<td>Flexible May through August 2023, <strong>12-40 hours per week</strong></td>
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<td><strong>Pay Level:</strong></td>
<td><strong>Hourly Pay Rate:</strong> $16.00</td>
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**Job Summary (purpose of nature of work):** Chemistry Laboratory Inventory Work

All of these tasks will be conducted under close supervision of Craig Dawson and Dr. Runyon. Student assistant will be provided necessary training and personal protective equipment (PPE) as required. The timing of this job is flexible, preferably starting sometime in May 2023, but could be supported after TSGB or a commercial cruise, if adequate time can be dedicated before the start of the Fall semester.

**Time requirements:** The absolute minimum total time is one week or forty hours, but many more weeks are available based on cadet capabilities, interest, and mutual agreement.

**Job Duties:**

- Take inventory of current chemicals in stock room initially and expanding across as much of the campus and even the TSGB after it returns.
- Organize chemicals and add barcodes to chemicals and integrate information into an existing online system. This may include identification and assigning of safety data sheets (SDSs).
- Identify chemicals for disposal
- Clean storage area
- Help organize chemistry lab space

**Required (or Preferred) Skills, Knowledge, and Abilities:**

- High attention to detail
- Organizational skills
- The more knowledge of Excel and ability to learn software the better.

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