

Be a Lab Assistant

WHAT SHOULD I DO TO BECOME A LAB ASSISTANT?

Register with College Central if you desire a position in the laboratories department. College Central is a service of the Career Services Center. This site allows you to search all available campus jobs. If you upload a personal resume, the site also allows potential employers to locate you. If you have problems registering with the site or uploading a resume, please contact Career Services directly. They will assist you with any technical difficulties you may have.

[COLLEGE CENTRAL](#)

Types of student positions available in the Laboratory Division:

- Biology Lab Assistant
 - Chemistry Lab Assistant
 - Computer Science Research Lab Assistant
 - Art 3-D Studio Assistant
 - Snake Handler
-

Biology Lab Assistant:

Assists in the preparation of biology instructional lab materials, including chemical solutions, equipment, and supplies. Stockroom duties to include glassware washing, inventory control, safety data sheet management, general cleaning, waste management, and other duties as assigned. Assistant may also be responsible for animal care.

Chemistry Lab Assistant:

Assists in the preparation of chemistry instructional lab materials, including chemical solutions, equipment, and supplies. Stockroom duties to include

glassware washing, inventory control, safety data sheet management, general cleaning, waste management, and other duties as assigned.

Computer Science Research Lab Assistant:

The lab assistant will participate in installing and maintaining server and workstation software and hardware needed by the computer science faculty and students for research and course work. At the current time, the configuration includes two networks, one Unix-based and one Windows-based, with a total of 7 servers and approximately 30 workstations. Job duties will include keeping current documentation of the lab configuration with the following:

- Drawings of the lab space and network configuration.
- Current list of installed software on each machine.
- Inventory of hardware, software, documentation, books, and lab manuals.
- Lists of the inventory sorted in various formats for student and faculty use.

The lab assistant will also be responsible for:

- Keeping the lab space clean and tidy.
- Responding to student and faculty requests for lab services.
- Responding to complaints.
- Moving lab equipment when necessary.
- Communicating with Information Resources Division on security and maintenance issues.
- Setting up and maintaining a web server and FTP server on each network for student projects and faculty research.
- Maintaining a history web site of previous research and project artifacts.
- Setting up user ids and maintaining the proper levels of access and security.
- Providing remote access to lab networks for users with proper ids.
- Providing network and system security, keeping current versions and applying patches as necessary.
- Setting up, implementing, and maintaining a disaster recovery plan.

- Setting up and monitoring logs of usage and access violations.

Art Studio Assistant:

- Knowledge of and commitment to shop safety.
- General knowledge of metal and wood shop tools.
- General knowledge of ceramic and sculpture processes.
- Ability to oversee shop operations after regular school hours.
- Ability to lift heavy objects, sometimes over 50 lbs.
- Applicant should be an Art major.

Snake Handler:

Cares for the University's pet snakes; Monty. This includes weekly feeding of live and frozen food and weekly habitat cleaning. The lab assistant will also be responsible for inventory control, general cleaning, waste management, and other duties as assigned. Previous experience with large reptiles is preferred.