



Work-Study Job Description

Financial Aid Office
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***** Applicants must be eligible for work-study as part of their financial aid package to apply for this position.**

Department: Biology

Job Description: Work-Study Student

- a. **Duties:** Work study students will assist with Biology or Microbiology Laboratory classes. Work study students will work with the lab instructor to: prep materials for labs; assist students with basic techniques; help set up and take down labs. Students may also sit in on Zoom meetings to monitor the chat or bring student questions to the instructor's attention. This is a great opportunity for a student who is interested in biology or microbiology to learn more!
- b. **Location:** Building 5 or 6
- c. **Department's function on the CEI Campus:** General Education
- d. **Other:** N/A

Qualifications:

- a. **Preferred work schedule:** Any time between 9:00 and 5:00, depending on student's schedule
- b. **Preferred work experience:** none
- c. **Preferred skills:** none – will be trained
- d. **Preferred character traits:** Dependable, independent worker, can take and give instructions, can follow through on tasks, curious, detail-oriented.
- e. **Other:** Work-study should possess overall good customer service skills and be discreet when dealing with student information.

Salary: \$11.00/hr

Work Hours: 10-15 hrs.

Post Date: July 30, 2021

Closing Date: Until Filled

To Apply Contact:

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