

## Department of Chemistry – Student Assistant Job Descriptions

Position Title:      **LAB PREP ASSISTANT – (All 1000 Level Courses)**

Duties:

- Primary duties include assisting the technicians in preparation and set-up of the necessary chemicals, glassware, waste receptacles and equipment for teaching laboratories.
- Duties may also include the dismantling of those items listed above and/or handling of waste following completion of experiments in teaching laboratories.

Expectations:

Student Lab Prep Assistants are expected to:

- be skilled and knowledgeable in the subject areas, and be familiar with the safe handling of all chemicals, waste, glassware, and equipment;
- be punctual, motivated, and reliable;
- to ask for help or extra instruction when needed;
- report any incidents to the Technician;
- adhere to all safety policies set out under the Faculty of Science;
- follow relevant Standard Operating Procedures (SOPs);
- supply your own properly-fitting lab coats and safety glasses.

Requirements:

- Overall minimum grade of B- (or higher) must be attained in both General Chemistry I and II; or permission of the instructor. **A full unofficial transcript is required when submitting your application.**
- WHMIS certified in the last 12 months
- preference may be given to more senior/more experienced students; all interested students having completed first-year chemistry are encouraged to apply

Duration:

36 hours total during the semester:

- Distribution of hours to be agreed upon between student and technician supervisor.
- Invigilation duty or other department duty may contribute towards the 36 hour total (if hours are needed to make-up the total) with permission of the instructor.

Pay:

- To be paid as according to the SMU Student Assistant Salary Scale for the term hired. For pay rate visit [http://www.smu.ca/administration/hr/pay\\_cut.html](http://www.smu.ca/administration/hr/pay_cut.html) and review the information for Teaching Assistant / Student Marker / Demonstrator Schedule

**Application Checklist:**

- **Copy of unofficial SMU transcript (stapled)**
- **Completed and signed copy of application form**
- **Blank Schedule Template**