

Student Employment Job Description

Job Title:	Student Science Laboratory Assistant (CWS114/WPS114)
Department:	Academic Affairs
Rate of Pay:	2026/27 AY \$15 Per Hour
Location:	Columbia College Brouder Science Center 110 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Sarah Mounter, Science Lab Manager Dr. Peggy Wright
Purpose/Summary:	Student employees will work directly with instructors to meet class-specific needs. Student employees must be courteous, friendly, and polite and display respectful customer service skills when working with instructors, students, and other staff members. Team collaboration is often necessary, so the ability to work with others and be respectful of colleagues is essential.
Essential Functions:	<ul style="list-style-type: none"> • Student Science Laboratory Assistants will complete Science Laboratory Safety Training, including proper chemical handling and personal protective equipment (PPE) training. • Assisting with general lab space maintenance and cleanliness, lab exercise preparations, setting up class materials, making solutions and reagents by molarity and percent solution (w/v; v/v), and other laboratory preparations. • Student employees must be willing to learn new lab techniques as needed. • Stocking incoming chemicals and supplies in their respective storage areas, assisting with the inventory of chemicals and supplies, and other responsibilities as assigned. • Other duties as assigned • Perform job duties in accordance with Columbia College's vision, mission, and values, and contributes to the development of the Physical and Biological Sciences Department. • Practice superior customer service. • Fulfill additional responsibilities as assigned. • Display respect and civility to all constituencies in all communications. <p>Attend work timely and regularly during the established hours of operation; work additional hours as business necessitates.</p>
Qualifications:	<ul style="list-style-type: none"> • Ability to fluently read, write, and understand the English language. • Proficiency with the following, but not limited to: active listening; speaking; writing; critical thinking; judgment and decision making; monitoring; reading comprehension; time management; coordination; and management of personnel resources.

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| | <ul style="list-style-type: none">• Proficiency for using a variety of computer and technology-related software and equipment, including Microsoft Office products and database systems.• Proficiency in using web-based technologies, including database systems.• Ability to work independently and in a team environment, with or without direct supervision.• Excellent communication, interpersonal, customer service, and organizational skills. |
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