

## SCIENCE DEPARTMENT

**POSITION:** Science Work Study  
**DIVISION:** Academic Instruction  
**DEPARTMENT:** Science  
**BUILDING:** Science  
**CAMPUS:** Main Campus

**FWS SUPERVISOR:** Patrice Parsons  
**DIRECTOR:** Chase Machen  
**VICE PRESIDENT:** Regina Organ  
**PHONE NUMBER:** 903.463.8629

**HOURS per WEEK:** 19

**HOURS PREFERRED:** Flexible until 6:00pm

**JOB DUTIES:**

- Assist with all aspects of the Chemistry and Biology Laboratories
- Clean and straighten the chemistry and biology laboratories
- Clean and straighten stockroom and prep room
- Operate laboratory glassware washer, autoclave, and other laboratory equipment
- Hand wash laboratory glassware which requires it
- Help setup laboratories for each weeks activities
- Help laboratory instructors when needed
- File microscope slides
- Assist with miscellaneous projects

**SOFTWARE:**

**SKILLS:** Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

**SPECIAL NEEDS:**

**INFORMATION:** To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.  
Some positions require working until 6:00 pm.