

FWS Student Lab Assistant

Job Summary:

Provides routine instructional assistance to faculty in an assigned academic department. Provides assistance and support on related technologies and equipment. Sets up classroom and equipment for instructor use and secures equipment after class. Performs routine administrative support and clerical duties. This position is looking for a detail-oriented and reliable Federal Work Study Student to supplement department operations.

Essential Functions:

- Assist with training students in the setup, operation, and use of maintenance lab equipment and materials in an assigned area.
- Provides instructional support to students
- Monitors activities in laboratory to ensure safety procedures are followed
- Assist with setting up various classroom demonstrations

Knowledge of:

- Subject matter: Sciences, Trades, Math, Performing Arts or Arts/Media
- Methods and practices of instructional support and tutoring
- Modern office practices, procedures, and equipment including computers and applicable software programs
- Principles and procedures of record keeping
- Principles and practices of sound business communication; correct English usage including spelling, grammar and punctuation

Skills:

- Communicating clearly and effectively both orally and in writing
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Operating a computer, enterprise software, spreadsheets, word processing, and other standard office equipment
- Assisting students individually, in group or virtual settings
- Maintaining confidentiality of student files and records