Department: Biology

G.A. Position: Department of Biology Graduate Assistant

Supervisor: Dr. Nicole Dafoe

Job Description – Present a one paragraph description of the purpose for this position.

The graduate assistant (GA) will primarily assist the Department of Biology Chairperson and other faculty with coordinating, managing and executing laboratory-based activities of undergraduate biology courses. The GA will also assist with tutoring, coordinating the use of media resources, and the set-up and maintenance of display cabinets.

Job Functions/Responsibilities – List the duties this graduate assistant will be expected to perform.

• Prepares materials, equipment, and work areas for laboratories, especially in high enrollment biology majors courses, for example, Principles of Biology (Biol 104).
• Coordinates the use of lab media resources and facilities, for example, use of spirometers and spectrophotometers, by multiple courses/course sections during a given semester.
• Assists faculty in the planning and execution of laboratories and experiments.
• Ensures that laboratory safety procedures and guidelines are developed (if not already in place) and posted in all laboratories.
• Ensures that safety rules are observed by undergraduate student workers – disseminate information to such students regarding exposure to potentially dangerous equipment and materials.
• Assists with the ordering and/or procurement of supplies, equipment, and resources needed for laboratory exercises/experiments.
• Maintains experimental apparatuses, and lists and reports equipment needing to be repaired.
• Keeps abreast with changes in equipment, procedures, and policies as it relates to laboratory needs, and assists faculty in evaluating how the changes impact curriculum.
• Identifies and investigates the feasibility of alternate sources of equipment and supplies, and facilitates their usage.
• Maintains the orderliness of the facility.
• Assist with the proper use and safety of valuable and sensitive laboratory equipment.
• Acts as a skills resource for students.
• Maintains pertinent records, for example, assists with keeping record of laboratory usage outside of regular class time.
• Assists in the cleaning and sorting of laboratory equipment and supplies, and maintains an inventory of materials and chemicals required for preparation of laboratory activities.
• Keeps any preparation room clean, materials organized and properly stored and notifies faculty when material is in short supply or is outdated.
• Provides tutoring to biology majors in lecture and laboratory components of core and upper division biology courses, as time allows.
• Coordinates and assists with open laboratory sessions. Performs technology-related jobs, for example, building databases and/or spreadsheets and possibly assist with webpage enhancement.
• Takes students on tours of biology facilities, plus others, for example, the Physical Therapy cadaver lab.
• Drives university vehicles used in the execution of class and/or departmental activities.
• Assists with soliciting support from Biology Alumni.

Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.

• Past biology/biochemistry major required.
• Knowledge of basic biology and molecular biology fundamentals.
• Experience as a laboratory assistant preferred
• Ability to mix solutions, prepare bio–media, and dissections, and also care for plants
• Excellent oral, written and interpersonal communication skills
• Excellent computer skills and knowledge of a variety of software packages including Word, Excel, PowerPoint and SAS
• Effective leadership, organizational and critical thing skills
• Ability to work independently and as a team
• Demonstrate initiative and creativity in work assignments

Graduate Student Outcomes – List the skills/abilities the graduate assistant can expect

• Planning, organizing and executing laboratory activities skills
• Management, proper usage and maintenance of equipment skills
• Effective communication and organizational skills
to learn in this position.

- Leadership skills
- Critical-thinking and problem-solving skills
- Tutoring skills

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<th>Appropriate SRU Graduate Majors – List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences.</th>
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| - Physical Therapy
- Physician Assistant

**Supervisor’s Expectations – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule.**

- The graduate assistant will work 8.75 hours per week, including finals week OR 9.375 hours per week, excluding finals week.
- Must be able to work on Mondays (late afternoon into evening) and/or Friday afternoons
- Otherwise, flexible work hours required with some job-related activities occurring on weekends

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