Lab Prep Assistant

Job Summary:
Bio-science major. Prepare for Biology labs; includes set-up and take down, solution prep, maintenance of laboratory supplies and equipment; washing glassware at end of lab; maintaining general order and cleanliness of the labs. Successful Completion of Safety Training required for continued employment.

Final approval of instructor required!

Positions Available:

BIO 108 Environmental Biology (Non-major's)
Requirement: 2nd, 3rd, or 4th year student; completed Bio 102, or 211, 212 or comparable courses. Must be available Monday mornings as well as at other times.
1 position, 4 hours / week Instructor: Reiner

BIO 201 Genetics
Requirement: 2nd, 3rd, or 4th year student; completed the course or a comparable course; will prepare media and solutions. Time arranged with instructor.
3 positions, 5 hours/week each Instructor: Lessem

BIO 203 Integrative Biology
Requirement: 2nd, 3rd, or 4th year student; completed BIO 211, 212 or comparable courses; experience with aquatics a plus. Time arranged with instructor.
1 positions, 7 hours/week Instructor: Boone

BIO 309 Invertebrate Zoology
Requirement: 3rd or 4th year student; preferably completed the course or a comparable course; competent, reliable, interested; involves some animal care. Viewing the video "Animal Care Matters" required.
1 position, 4 hours / week Instructor: Kingsley

BIO 311 Microanatomy
Requirement: 2nd, 3rd, or 4th year student with lab skills.
1 position, 4 hours / week Instructor: Radice
Lab Cleanup Assistant
Job Summary:
Wash laboratory glassware and instruments; sterilize glassware and lab materials and supplies as necessary; perform routine lab cleaning.
Successful Completion of Safety Training required for continued employment.
General requirements: responsible, reliable, conscientious.
Contact Mary Farrell for availability.

Lab Teaching Assistant
Job Summary:
Assist instructor and students during biology lab with equipment and materials; attend mandatory prep meetings - must be familiar with lab procedures and equipment; demonstrate experiments and procedures; answer student's questions. May be involved in preparation and grading of quizzes. Demonstration of academic achievement required - see position descriptions for further explanation. Successful Completion of Safety Training required for continued employment.

Positions Available:

BIO 107, Human Genetics (Non-major's Biology) 3 hours / week
Requirements: 2\textsuperscript{nd}, 3\textsuperscript{rd}, or 4\textsuperscript{th} year student; must have completed BIO 201 (or 214, Genetics), 202 with a grade of B or better; prep meeting mandatory; must maintain a professional attitude and confidentiality.
(preparations: arranged with instructor)

BIO 102 Lab Schedule

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Biology Department  
Fall Semester 2003

Lab Teaching Assistant, continued

BIO 108, Environmental Biology (Non-major's Biology) 3 hours / week
Requirements: 2nd, 3rd, or 4th year student; must have completed BIO 102, 108 or 211, 212 (or 210 Genetics, and 202) with a grade of C+ or better; prep meeting mandatory; must maintain a professional attitude and confidentiality.
(preparatory meetings: , S-101 )

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BIO 201, Genetics  
5 hours / week
Requirements: Bio-science major; 3rd or 4th year student; must have completed BIO 213 with a grade of B or better; prep meeting mandatory; must maintain a professional attitude and confidentiality.
(preparatory meetings: F 12:30 – 1:30, S-207)

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BIO 203, Integrative Biology  
4 hours / week
Requirements: Bio-science major; 3rd or 4th year student; must have completed BIO 211, 212, (or other approved courses) with a grade of B or better; preference given to students with good writing ability; prep meeting mandatory; must maintain a professional attitude and confidentiality.
(preparatory meetings: M 2:30 – 3:30, S-101)
BIO 203 Lab Schedule

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<td>215 - 500</td>
<td>Boone</td>
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BIO 308, Comparative Vertebrate Anatomy

Requirements: Bio-science major, 3rd or 4th year student; preference given for completion of BIO 308 with a grade of B or better; evidence of academic achievement in other Biology courses if have not completed BIO 308; must be available for lab component - course meets TR 1:35 - 4:25; approval of instructor required.

8 hours per week

Instructor: de Sá

Animal Care Assistant

Job Summary:
Feed and take care of amphibians according to a prescribed schedule; clean cages and tanks and maintain the animal facility according to a prescribed protocol. May require weekend hours in some cases.

Successful completion of Safety Training, Animal Care Assistant Training, and viewing of the video "Animal Care Matters" required for continued employment.

Final approval of instructor required

1 position, 10 hours / week

Instructor: Radice, de Sa

General Assistant - Information Technology Support

Job Summary:
Assist instructor by locating specific and pertinent scientific information using library resources; photocopying, data entry, filing.

Requirement: Bio-science major; familiarity with sub-discipline essential; basic computer skills and knowledge of library reference technology; accuracy, attention to detail, dependability, reliability.

Contact Mary Farrell for specifics and availability.
**Student Web Assistant**

**Job Summary:**
Work with faculty and staff on Web site design for the Biology Department as well as design a series of Web-linked pages both for the department and for individual faculty and staff members in the department.

Requirement: good Web authoring skills; a working knowledge of UR supported Web authoring software; ability to work closely and professionally with others in designing Web pages and in instruction for non-computer types in how to edit and add to Web pages.

1 position, 10 hours / week

Supervisor: Radice

**Greenhouse Assistant**

**Job Summary:**
Cultivate greenhouse plants; maintain order in the greenhouse. *Successful Completion of Safety Training required for continued employment.*

Requirement: flexible hours; includes weekend hours.

1 position, 5 hours / week

Instructor: Hayden

**Herbarium Assistant**

**Job Summary:**
Mount preserved plant specimens; file plants and correspondence; pack plants for shipment. *Successful Completion of Safety Training required for continued employment.*

Requirement: flexible hours, interest

1 position, 5 hours / week

Instructor: Hayden
Office Assistant

Job Summary:
Perform routine clerical duties and serve as the receptionist when the administrative assistant is out of the office.

Requirement: reliable, conscientious, organized; must maintain a professional attitude and confidentiality.
5 positions, 2 hours / day each, 3 - 5 p.m.
Supervisor: Pietras