

Office Name	Job Title	Job ID	Job Level	Wage	Range	Purpose	Qualifications	Duties
Biology	Lab technician 1	BIOL9_1222	1	\$8.00	\$8.00	To assist the research lab in general lab duties.	Must possess willingness to learn and be able to work with new skills. Freshman or sophomore Life Science (Biology, Biochemistry, Neuroscience) majors preferred.	Duties will vary depending upon the research lab chosen. Duties include but are not limited to: general laboratory chores including laboratory set up, clean up, processing glassware, preparation of media, maintenance of fruit flies, frogs, or crabs, and their rooms.
Biology	Lab technician 2	BIOL9_1223	2	\$8.25	\$8.25	To assist the research lab in general lab duties.	Must possess willingness to learn and be able to work with new skills. Must have some experience and be able to work with greater independence and less guidance than a Lab Technician 1. Life Science (Biology, Biochemistry, Neuroscience) majors preferred.	Duties will vary depending upon the research lab chosen. Duties include but are not limited to: general laboratory chores including laboratory set up, clean up, processing glassware, preparation of media, maintenance of fruit flies, frogs, or crabs, and their rooms. Other lab specific duties as assigned.
Biology	Lab technician 3	BIOL9_1224	3	\$8.50	\$8.50	To assist the research lab in general lab duties.	Must possess willingness to learn and be able to work with new skills. Some previous experience required. Must be able to work with moderate supervision. Life Science (Biology, Biochemistry, Neuroscience) majors preferred.	Duties will vary depending upon the research lab chosen. Duties include but are not limited to: general laboratory chores including laboratory set up, clean up, processing glassware, preparation of media, maintenance of fruit flies, frogs, or crabs, and their rooms. Other lab specific duties as assigned.
Biology	Lab technician 4	BIOL9_1225	4	\$8.75	\$10.50	To assist the research lab in general lab duties.	Must possess willingness to learn and be able to work with new skills. Previous experience or training required. Must work with moderate to minimal supervision. Life Science (Biology, Biochemistry, Neuroscience) majors preferred.	Duties will vary depending upon the research lab chosen. Duties include but are not limited to: general laboratory chores including laboratory set up, clean up, processing glassware, preparation of media, maintenance of fruit flies, frogs, or crabs, and their rooms. Other lab specific duties as assigned.
Biology	Lab technician 5	BIOL9_1226	5	\$10.75	\$13.25	To assist the research lab in general lab duties.	Must possess willingness to learn and be able to work with new skills. Significant training or experience required. Must have a high degree of proficiency. Must work with minimal supervision. Life Science (Biology, Biochem, Neuro) majors preferred.	Duties will vary depending upon the research lab chosen. Duties include but are not limited to: general laboratory chores including laboratory set up, clean up, processing glassware, preparation of media, maintenance of fruit flies, frogs, or crabs, and their rooms. Other lab specific duties as assigned.
Biology	Research technician 1	BIOL9_1227	1	\$8.00	\$8.00	To assist researchers in experiments.	Must possess willingness to learn and be able to work with new skills. Freshman or sophomore Life Science (Biology, Biochemistry, Neuroscience) majors preferred.	Duties will vary depending upon the research lab chosen. Duties may include performing basic laboratory techniques like mini-preps, PCR, genetic crosses, Western blotting, microscope use and imaging acquisition, electrophysiology, and tissue culture.
Biology	Research technician 2	BIOL9_1228	2	\$8.25	\$8.25	To assist researchers in experiments.	Must possess willingness to learn and be able to work with new skills. Must have some experience and be able to work with greater independence and less guidance than a Research Technician 1. Life Science (Biology, Biochemistry, Neuroscience) majors preferred.	Duties will vary depending upon the research lab chosen. Duties may include performing basic laboratory techniques like mini-preps, PCR, genetic crosses, Western blotting, microscope use and imaging acquisition, electrophysiology, and tissue culture. Project specific duties as assigned.
Biology	Research technician 3	BIOL9_1229	3	\$8.50	\$8.50	To assist researchers in experiments.	Must possess willingness to learn and be able to work with new skills. Must be able to work with moderate supervision. Life Science (Biology, Biochemistry, Neuroscience) majors preferred.	Duties will vary depending upon the research lab chosen. Duties may include performing basic laboratory techniques like mini-preps, PCR, genetic crosses, Western blotting, microscope use and imaging acquisition, electrophysiology, and tissue culture. Project specific duties as assigned.

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Biology	Research technician 4	BIOL9_1230	4	\$8.75	\$10.50	To assist researchers in experiments.	Must possess willingness to learn and be able to work with new skills. Must be able to work independently with moderate to minimal supervision. Previous experience necessary. Life Science (Biology, Biochemistry, Neuroscience) majors preferred.	Duties will vary depending upon the research lab chosen. Duties may include performing basic laboratory techniques like mini-preps, PCR, genetic crosses, Western blotting, microscope use and imaging acquisition, electrophysiology, and tissue culture. Project specific duties as assigned.
Biology	Research technician 5	BIOL9_1231	5	\$10.75	\$13.25	To assist researchers in experiments.	Must possess willingness to learn and be able to work with new skills. Must be able to perform duties with limited oversight. Previous training or experience required. Life Science (Biology, Biochemistry, Neuroscience) majors preferred.	Duties will vary depending upon the research lab chosen. Duties may include performing basic laboratory techniques like mini-preps, PCR, genetic crosses, Western blotting, microscope use and imaging acquisition, electrophysiology, and tissue culture. Project specific duties as assigned.
Biology	Summer Undergrad Research Fellow 1	BIOL9_1427	1	\$8.00	\$8.00	To work over the summer in a Life Science research lab	Must possess willingness to learn and be able to work with new skills. Prior lab experience is not required though basic knowledge in a life science field, particularly biology and neuroscience, is needed. Must be able to work under the direct supervision of a postdoc or graduate student.	This is an intensive 10-14 week summer undergraduate research position where students will contribute to furthering the aims of a sponsored research grant(s). The job will provide additional summer experience to promote analytical skills and integration in to the scientific community. Duties will vary depending upon the research lab chosen with project specific duties performed as assigned.
Biology	Summer Undergrad Research Fellow 2	BIOL9_1428	2	\$8.25	\$8.25	To work over the summer in a Life Science research lab	Must possess willingness to learn and be able to work with new skills. Must have some experience and be able to work with greater independence and less guidance than a Summer Undergraduate Research Fellow 1.	This is an intensive 10-14 week summer undergraduate research position where students will contribute to furthering the aims of a sponsored research grant(s). The job will provide additional summer experience to promote analytical skills and integration in to the scientific community. Duties will vary depending upon the research lab chosen with project specific duties performed as assigned.
Biology	Summer Undergrad Research Fellow 3	BIOL9_1429	3	\$8.50	\$8.50	To work over the summer in a Life Science research lab	Must have previous lab experience and knowledge in a life science field. Must be able to work mostly independently under the direction of a postdoc or graduate student.	This is an intensive 10-14 week summer undergraduate research position where students will contribute to furthering the aims of a sponsored research grant(s). The job will provide additional summer experience to promote analytical skills and integration in to the scientific community. Duties will vary depending upon the research lab chosen with project specific duties performed as assigned.
Biology	Summer Undergrad Research Fellow 4	BIOL9_1151	4	\$8.75	\$10.50	To work over the summer in a Life Science research lab	Must have previous lab experience and knowledge in a life science field. Must be able to work independently under the direction of a PI, postdoc, or graduate student.	This is an intensive 10-14 week summer undergraduate research position where students will contribute to furthering the aims of a sponsored research grant(s). The job will provide additional summer experience to promote analytical skills and integration in to the scientific community. Duties will vary depending upon the research lab chosen with project specific duties performed as assigned.

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Biology	Summer Undergrad Research Fellow 5	BIOL9_1430	5	\$10.75	\$13.25	To work over the summer in a Life Science research lab	Must have previous lab experience and knowledge in a life science field. Must be able to maintain an independent research project.	This is an intensive 10-14 week summer undergraduate research position where students will contribute to furthering the aims of a sponsored research grant(s). The job will provide additional summer experience to promote analytical skills and integration in to the scientific community. Duties will vary depending upon the research lab chosen with project specific duties performed as assigned.
Biology	Data Analyst 1	BIOL9_1239	1	\$8.00	\$8.00	To assist research lab with computer/bioinformatics tasks.	Must possess patience and carefulness; general comfort with computers. Must possess willingness to learn and be able to work with new skills. No programming necessary.	Duties will vary depending on the research lab chosen. Duties may include but are not limited to: data entry on computers; analysis of numerical data with statistical packages; simulation of data; production of computer code; presenting results via written reports or oral presentations as required.
Biology	Data Analyst 2	BIOL9_1240	2	\$8.25	\$8.25	To assist research lab with computer/bioinformatics tasks.	Knowledge of the appropriate biological field. Skilled in at least one computer language of relevance, such as Matlab or C/C++	Duties will vary depending on the research lab chosen. Duties may include but are not limited to: data entry on computers; analysis of numerical data with statistical packages; simulation of data; production of computer code; presenting results via written reports or oral presentations as required.
Biology	Data Analyst 3	BIOL9_1241	3	\$8.50	\$8.50	To assist research lab with computer/bioinformatics tasks.	Knowledge of the appropriate biological field. Skilled in at least one computer language of relevance, such as Matlab or C/C++. Must have some experience and be able to work with some independence.	Duties will vary depending on the research lab chosen. Duties may include but are not limited to: data entry on computers; analysis of numerical data with statistical packages; simulation of data; production of computer code; presenting results via written reports or oral presentations as required.
Biology	Data Analyst 4	BIOL9_1242	4	\$8.75	\$10.50	To assist research lab with computer/bioinformatics tasks.	Knowledge of the appropriate biological field. Skilled in at least one computer language of relevance, such as Matlab or C/C++. Previous experience or training necessary. Must be able to work independently.	Duties will vary depending on the research lab chosen. Duties may include but are not limited to: data entry on computers; analysis of numerical data with statistical packages; simulation of data; production of computer code; presenting results via written reports or oral presentations as required.
Biology	Data Analyst 5	BIOL9_1243	5	\$10.75	\$13.25	To assist research lab with computer/bioinformatics tasks.	Knowledge of the appropriate biological field. Skilled in at least one computer language of relevance, such as Matlab or C/C++. Must be able to work with limited oversight.	Duties will vary depending on the research lab chosen. Duties may include but are not limited to: data entry on computers; analysis of numerical data with statistical packages; simulation of data; production of computer code; presenting results via written reports or oral presentations as required.
Biology	Data Analyst 6	BIOL9_1244	6	\$13.50	\$18.00	To assist research lab with computer/bioinformatics tasks.	Must have solid knowledge of the appropriate biological field and be able to design and perform experiments with limited oversight. Must be able to troubleshoot problems. Skilled in at least one computer language of relevance, such as Matlab or C/C++.	Duties will vary depending on the research lab chosen. Duties may include but are not limited to: data entry on computers; analysis of numerical data with statistical packages; simulation of data; production of computer code; presenting results via written reports or oral presentations as required.

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Biology	TA 1	BIOL9_1232	1	\$8.00	\$8.00	Teaching assistant	Must have: • Previously taken and demonstrated understanding in the course named in the job listing (or in its close equivalent at another college or university);• Excellent interpersonal skills and an interest in learning how to teach.	Duties will vary slightly depending on class specified. Duties include but are not limited to: • Attend all class and lab sessions; • Hold regular office hours, so that TA can work closely with students to help them develop better Web, research and writing skills • Be available for students outside of the regular office hours for consultation, if some students cannot attend the regularly scheduled office hours • Help maintain the class Web site • Set up any equipment needed for labs and classes.
Biology	TA 2	BIOL9_1233	2	\$8.25	\$8.25	Teaching assistant	Must have: • Previously taken and demonstrated excellent understanding in the course named in the job listing;• Excellent interpersonal skills and an interest in learning how to teach. • Must be able to work with minimal supervision with students.	Duties will vary slightly depending on class specified. Duties include but are not limited to: • Attend all class and lab sessions; • Hold regular office hours, so that TA can work closely with students to help them develop better Web, research and writing skills • Be available for students outside of the regular office hours for consultation, if some students cannot attend the regularly scheduled office hours • Help maintain the class Web site • Set up any equipment needed for labs and classes.
Biology	TA 3	BIOL9_1234	3	\$8.50	\$8.50	Teaching Assistant	Must have: Previously taken and demonstrated excellent understanding in the course named in the job listing;• Excellent interpersonal skills and an interest in learning how to teach. Upper level science majors preferred. Must be able to work with minimal supervision.	Duties will vary slightly depending on class specified. Duties include but are not limited to: • Attend all class and lab sessions; • Hold regular office hours, so that TA can work closely with students to help them develop better Web, research and writing skills • Be available for students outside of the regular office hours for consultation, if some students cannot attend the regularly scheduled office hours • Help maintain the class Web site • Set up any equipment needed for labs and classes.
Biology	TA 4	BIOL9_1235	4	\$8.75	\$10.50	Teaching Assistant	Must be able to work with minimal supervision; able to teach and lead; available to hold office hours, review sessions. Must have completed and shown a mastery in the assigned course. Previous experience in teaching at the undergraduate level required.	Duties will vary slightly depending on class specified. Duties include but are not limited to: • Attend all class and lab sessions; • Hold regular office hours, so that TA can work closely with students to help them develop better Web, research and writing skills • Be available for students outside of the regular office hours for consultation, if some students cannot attend the regularly scheduled office hours • Help maintain the class Web site • Set up any equipment needed for labs and classes.
Biology	Advanced TA 5	BIOL9_1237	5	\$10.75	\$13.25	Advanced Teaching Assistant	Must be able to work with minimal supervision; able to teach and lead; available to hold office hours, review sessions. Must have completed and shown a mastery in the assigned course. Previous experience in teaching level required. Must be able to lead recitation sessions alone.	Duties will vary slightly depending on class specified. Duties include but are not limited to: • Attend all class and lab sessions; • Hold regular office hours, so that TA can work closely with students to help them develop better Web, research and writing skills • Be available for students outside of the regular office hours for consultation, if some students cannot attend the regularly scheduled office hours • Help maintain the class Web site • Set up any equipment needed for labs and classes.

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Biology	Advanced TA 6	BIOL9_1238	6	\$13.50	\$18.00	Advanced Teaching Assistant	Must be able to teach independently; able to teach and lead; available to hold office hours, review sessions. Must have completed and shown a mastery in the assigned course. Previous experience in teaching required. Must be able to lead recitation sessions alone. Must have 2 years of laboratory experience post bachelors.	Duties will vary slightly depending on class specified. Duties include but are not limited to: • Attend all class and lab sessions; • Hold regular office hours, so that TA can work closely with students to help them develop better Web, research and writing skills • Be available for students outside of the regular office hours for consultation, if some students cannot attend the regularly scheduled office hours • Help maintain the class Web site • Set up any equipment needed for labs and classes.
Biology	Proctor	BIOL9_1431	4	\$8.75	\$10.50	To proctor exams	Must be able to work independently and be highly trustworthy	Duties involve monitoring a room while an exam is in progress.
Biology	Grader	BIOL9_1432	5	\$10.75	\$13.25	To assist Faculty with grading	Must be able to work with minimal supervision and be available to hold office hours. Must have completed and shown a mastery in the assigned course.	Duties involve grading exams, lab reports, other writing assignments as dictated by the course syllabus. May hold office hours and individual meetings with students.
Biology	Office Worker 1	BIOL9_1433	1	\$8.00	\$8.00	Assist the main Biology office and Grant office with general administrative duties.	Must possess good phone manners, computer skills, good organizational skills. Must be self-motivated. Must pay attention to detail. Must have a desire to learn.	Duties include but are not limited to: answering phones and directing phone calls; distributing mail in the morning; running on campus errands; various copy jobs; filing; light typing; posting; light computer work, including assisting on web pages, databases, e-mail lists; other duties as assigned.
Biology	Office Worker 2	BIOL9_1245	2	\$8.25	\$8.25	Assist the main Biology office and Grant office with general administrative duties.	Must possess good phone manners, computer skills, good organizational skills. Must be self-motivated. Must pay attention to detail.	Duties include but are not limited to: answering phones and directing phone calls; distributing mail in the morning; running on campus errands; various copy jobs; filing; light typing; posting; light computer work, including assisting on web pages, databases, e-mail lists; other duties as assigned.
Biology	Office Worker 3	BIOL9_1246	3	\$8.50	\$8.50	Assist the main Biology office and Grant office with general administrative duties.	Must have good phone manners, and the ability to type and file with great attention to detail. Basic computer skills required. Must have some previous financial experience.	Main office duties include: answering phones and directing phone calls, distributing mail, running on campus errands, completing various copy jobs, light typing, posting and other computer work. Grant office duties include: various office duties for grant administrators, detailed procedures pertaining to the maintenance of the grant awards and some computer assistance.
Biology	Office Worker 4	BIOL9_1434	4	\$8.75	\$10.50	Assist the main Biology office and Grant office with general administrative duties	Must have good phone manners and the ability to type and file with great attention to detail. Medium computer skills required. Independence and trouble shooting skills expected	Main office duties include: answering phones and directing phone call, distributing mail, running in campus errands, completing various copy jobs, data entry and maintenance using Filemaker databases. Grant office duties include: various duties for grant administrators, detailed procedures pertaining to the maintenance of the grant awards and Filemaker interaction. Heavy emphasis on tracking details.
Biology	AV Equipment Assistant	BIOL9_1247	3	\$8.50	\$8.50	Run AV equipment for various Biology Dept functions.	Must possess knowledge of AV equipment and should be able to run said equipment for PowerPoint presentations.	Duties include but are not limited to: making sure that AV equipment is running properly and to run the equipment during class time.









