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PCA # 01157

**BCCC FEDERAL WORK STUDY PROGRAM**

**2022 - 2023 POSITION REQUEST FORM**

Name of Department Office (on campus): Natural and Physical Sciences\_\_\_\_\_\_\_\_

Name of Organization (off-campus): Life Science Institute, UMB BioPark\_\_\_

Mailing Address: 801 W. Baltimore Street, 2nd floor\_\_\_\_\_

Baltimore, Maryland 21201\_\_\_\_\_\_\_\_\_\_

Title of Position: Biology/ Chemistry Lab Aide\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Students desired to fill this position: \_\_\_ONE\_\_\_

Qualification(s) required (may attach additional statement):

Any qualified student with at least 8 science course credits and having passed Biology/Chemistry course, preferably with a B or higher letter grade.

Responsibilities of Position: \_\_\_\_\_\_\_\_\_\_\_\_\_Please see job description attached below\_\_\_\_\_\_\_\_\_\_\_

Number of hours per week (If unknown indicate that hours will vary).

Hours will vary but not to exceed 20 hours per week\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: Jean Ellis – Lab Technician \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Back up Name(s): 1. Gillespie, Kathleen [kgillespie1@bccc.edu](mailto:kgillespie1@bccc.edu)

2. Mengesha, Samson [SMengesha@bccc.edu](mailto:SMengesha@bccc.edu)

3.Ahmed, Mohamed [MAhmed@bccc.edu](mailto:MAhmed@bccc.edu)

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Address: 801 W. Baltimore Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Baltimore, MD 21201\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Location: 2nd floor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s): 410- 462-8327\_/ \_410-462 7610\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Addresses: jellis@bccc.edu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPECIAL NOTE: The Employment Authorization Form (EAF) will have the FWS student’s award amount and the number of hours a student should work each week. It is extremely important that the supervisor set the student’s work schedule so that the student will not exhaust his or her award. If the student works more than he or she is awarded, the Federal Aid Office will not pay the student. However, the student will still need to be paid out of your budget. \_JE\_\_\_\_ (supervisor’s initials).**

**BALTIMORE CITY COMMUNITY COLLEGE**

**JOB DESCRIPTION**

**Date:** October 25, 2022

**JOB DESCRIPTION**

**POSITION:** Biology/Chemistry Lab Aide

**Supervisor’s Title:** Course Facilitators / Lab. Technician

**Department:** Natural and Physical Sciences

**Division:** Academic Affairs

**DUTIES AND RESPONSIBILITIES:**

**General Description:**

Individual will report to the L ab Technician, and faculty for the Biology and Chemistry labs and be responsible for timely performance of routine and other assigned tasks.

**Essential Functions:**

1. Willingness to be trained, follow directions of supervisor, and adhere strictly to Lab Safety Protocols.
2. Set up and take down of lab practical set ups for scheduled lab sessions.
3. Preparation, storage of solutions and reagents used in the Biology/Chemistry laboratories.
4. Utilization and routine/preventive maintenance of laboratory equipment (Lab refrigerator, microscopes, and other equipment in the labs.
5. Routine clean-up and maintenance of teaching labs and prep room areas.
6. Assist with inventory/ record keeping and stocking lab supplies.
7. Assist faculty in Biology/Chemistry when needed during lab sessions.

**Administrative requirements:**

* Sign in and out in the daily log for attendance, write daily activities in lab logbook.
* Give at least 24-hour notice for any planned absence.
* For any unplanned absence, Call to inform supervisor/department Admin. Assistant.

**Education:**

* Any qualified student with at least 8 science course credits with having passed Biology and Chemistry course, preferably with a B or higher letter grade.

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­**