



**Federal Work Study Position Description**

**Position Title:**

Biopharmaceutical Lab Assistant

**Supervisor Name:**

Caridad Smith

**Department:**

Biopharmaceutical Technology

**Supervisor Phone Number:**

828-726-2615

**Physical Job Location (room/building):**

244/240 J Bldg

**Approximate Hours Per Week:**

10 hours

**Position Requirements**

- 1.) High school diploma and majors in STEM program at Caldwell Community College & Technical Institute.
- 2.) Knowledge of basic chemistry and biology applications
- 3.) Communicate effectively and work cooperatively with others in a college environment.
- 4.) Ability to lift and carry up to 50 pounds frequently, with or without a reasonable accommodation.
- 5.) Good communication skills
- 6.) Strong written and oral communication skills, and get along with others
- 6.) Commitment to safety standards
- 7.) Basic use of Word, Excel, Powerpoint will be required
- 8.) Must be experienced and able to troubleshoot techniques.
- 9.) The schedule can be flexible.

**Primary Job Duties**

- 1.) Position will require occasional hours up to 10 hrs per week
- 2.) Maintenance and cleaning of equipment in the clean room and laboratory according to safety, good manufacturing practices, and other standard requirements
- 3.) Maintenance and identifying the need for ordering of inventory,
- 4.) Operating basic equipment unit operations in the conduct of routine tasks in experimental trials,
- 5.) Some data analysis, writing, and general laboratory work as needed.
- 6.) May pick up and deliver equipment, prepare solutions and media, and dispose of contaminated materials from the area
- 7.) Responsible to support test preparation for scheduled labs
- 8.) Receive and unpack packages and scan packing slips
- 9.) Wash glassware, keep the common research area clean, and label labware and prepare buffers
- 10.) Also needs to be able to help with a new laboratory set up and laboratory closures as needed
- 11.) Perform other duties as assigned by the supervisor