



**FEDERAL WORK-STUDY JOB DESCRIPTION
2021-2022**

Job Title: Proctor

Department: Science Department

Name of Supervisor(s): Laurie Warner

Rate of Pay: \$ 9.00 per hour

Length of Time: Fall, Spring, and Summer

Department Description: The Science Department brings the fields of physical science and life sciences to give them additional attention and focus. Our faculty and students are driven by curiosity and the goal of improving the lives of everyone around us.

Job Description: Oversee students in the Study Lab.

Central Campus / Hours required per week: 20

Responsibilities: Proctor the Science Study Lab, light office work, and possibly take over the care of one or both of the department's two aquariums.

Required Qualifications: Students who have taken or are taking BIO 112, BIO 210/211, or BIO 215/216.

Desired Skills: Someone with a major of Biological & Environmental Sciences; Chemical and Physical Sciences; and Healthcare.

Evaluation Procedures and Schedules: Will be determined by the supervisor

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***Job descriptions are required at beginning of each academic year. Job descriptions may be changed to meet Federal Work –Study Regulations, or state/ federal employment law.**