

## Student Summer Job Opportunity with the Chemistry Department

Posting Date: March 25, 2015

To: Chemistry and BMB Majors

From: The Gustavus Chemistry Department

Deadline: **Thursday, April 9, 2015** (to submit a Letter of Application)

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The Gustavus Chemistry Department has a ten week summer student position for a responsible, self-motivated, detail-oriented, and flexible student who will be working with department staff and faculty. The position will require availability Monday-Friday and will be part-time – approximately 22 hours per week (with flexibility if the successful candidate has another position on campus.) A solid chemistry background is required.

Duties may include, but are not limited to:

- Inventory of chemistry equipment
- Updating Safety Data Sheet information
- Mail pick-up/delivery
- Data entry, assisting with surveys, and miscellaneous office work
- Stockroom maintenance
- Lab cleaning and re-organization in teaching laboratories
- Lab curriculum development work for Inorganic Chemistry labs
- Preparatory laboratory work for Quantitative Analysis and Biochemistry labs
- Chemistry Department marketing including: gathering material and information (e.g. interviewing students, faculty, and alumni, taking photos, and sending surveys) for a prospective student brochure, for generating LED digital slides, and for writing articles for an e-newsletter

To apply for this position, submit a one page letter of application in which you discuss the reasons this position is of interest to you and the qualifications you would bring to this job. Qualifications might include your college chemistry courses/achievement, work experience; and special skills. Please submit your letter of application by Thursday, April 9 to:

Judy Helmeke, Administrative Assistant  
Chemistry Department, Nobel Hall, Room 205  
Phone: x7320  
E-mail: [jhelmek2@gustavus.edu](mailto:jhelmek2@gustavus.edu)

**MAKE YOUR LIFE COUNT™**

**Brenda Kelly, Chair**

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