



## STUDENT EMPLOYEE REQUEST WORKSHEET

This form is to be used in requesting a student employment position for your department. This includes State Work Study, Federal Work Study and Student Help (non-work study).

<b>Job Title:</b>	Laboratory Assistant	<b>Department Contact:</b>	Sally Madsen-Bouterse
<b>Department/Group:</b>	Science Labs	<b>Phone:</b>	509-758-1291
<b>Location (WW or CLK):</b>	Clarkston	<b>Email:</b>	Sally.madsenbouterse@wwcc.edu
<b>Preferred Start Date:</b>	Immediate	<b>Interviewer(s):</b>	Sally Madsen-Bouterse, Sara Egbert
<b>Anticipated End Date:</b>			
<b>Position Type (See below)</b>	Student Help, Federal Work Study, State Work Study		

### Job Description

#### ROLE AND RESPONSIBILITIES

Please list a minimum of three.

- Cleaning laboratory glassware and plastic ware.
- Perform scheduled checks of safety equipment (eye washes, safety showers, fire extinguishers, etc.)
- Assist with maintaining an up-to-date inventory of reagents and supplies.
- Assist with preparation of media and chemicals for use in laboratory courses.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Current WWCC student enrolled in a minimum of six (6) credits
- Minimum of 3.0 GPA

#### PREFERRED SKILLS

- Currently enrolled or completed introductory science course(s) (e.g. CHEM 110, BIOL 160)
- Evidence of attention to detail and organizational skills.
- Microsoft Suite (Word, Excel, Access)

#### ADDITIONAL NOTES

Approximately 5-10 hours per week. Work to be completed between the hours of 8 a.m. and 4:30 p.m. but specific days/times to be determined by supervisor and employee.

To apply for student employment, please visit the following link and select Student Employment:

<https://www.schooljobs.com/careers/wwcc/promotionaljobs>

Please indicate any additional notes that you would like applicants to be aware of. I.e. – preferred work schedule,

### Types of Student Employment

**Student Help** – funded by a department’s budget. These positions can work up to 19 hours per week while classes are in session and up to 40 hours per week when classes are not in session (winter break, spring break, summer).

The department determines the wage for Student Help positions, although they must be reasonable and at least minimum wage.

**Federal Work Study** – provides part time jobs for students with a financial need, allowing them to earn money to help pay their education expenses. In order to be eligible for Federal Work Study, a student must first file a FAFSA or WASFA application. This will determine if the student has an unmet financial need. FWS is one component of the different types of financial aid awards and is governed by federal regulations. Being awarded work study does not guarantee the student employment; it is based on the job requirements and the funding available. Once hired, earnings are paid directly to the student by WWCC through semi-monthly paychecks for work performed. FWS positions are paid minimum wage and are generally funded entirely via federal funds, meaning they do not utilize the hiring department's budget. FWS positions are limited in the number of hours they may work each week (typically a maximum of 10-12), please inquire with Career Services for current wage and work hour requirements.

**State Work Study** – funded by the State Legislature and administered by the Washington Student Achievement Council (WSAC) through financial aid. In order to determine SWS eligibility, students must apply for financial aid through the FAFSA or WASFA and have demonstrated need. Being awarded work study does not guarantee the student employment; it is based on the job requirements and the funding available. Once hired, earnings are paid directly to the student by WWCC through semi-monthly paychecks for work performed. A wage assessment is performed on all SWS positions and the rate of pay is comparable to other employees within the organization engaged in similar work. SWS positions are reimbursed by the State at a rate of 60%, meaning the employing department is responsible for funding 40% of the student wages. SWS positions are limited in the number of hours they may work each week (typically a maximum of 12-15), please inquire with Career Services for current work hour requirements.