

# Job Description

Murray State University  
Department of Chemistry  
456 Blackburn Science Building  
Murray, KY 42071-3346  
(270) 762-6390  
Attention: Beth Brubaker

## Job Title

Laboratory Preparation Assistant

## Duties and Responsibilities

A laboratory preparation assistant (prepper) is responsible for preparing chemical reagents and equipment for a specific laboratory course sequence. The prepper is required to have all reagents and equipment available for students, so that instructional activities may proceed in a safe and timely manner. The prepper must follow all safety guidelines at all times in the laboratory. The prepper is responsible for ensuring that all labeling requirements are met for laboratory chemicals prepared, and that all safety equipment required for performance of an experimental procedure is available and in good working condition. The prepper is responsible for management of waste generated in this lab. Where appropriate, the prepper will perform neutralization and disposal operations. The prepper will be required to prepare waste for off-site disposal by proper storage and labeling. The prepper must confirm that the reagents and equipment prepared will provide satisfactory results in actual practice. This will be accomplished by completing the experimental procedure and documenting results. The prepper will often be required to prepare "unknowns" for laboratories. These should be properly prepared, recorded, distributed, and disposed of. All preparation records should be maintained in a laboratory notebook. Waste logs should also be maintained in a separate notebook. Appropriate information shall be disseminated by the prepper to the course instructor(s), TA's, and lab coordinator. The prepper will be responsible for notifying the lab coordinator in advance if chemicals or supplies must be ordered. Preppers are responsible for all housekeeping in the solutions preparation area.

## Education and Training Requirements

**Minimum Educational Requirements** Must have completed CHE 121, CHE 122, and CHE 305 (or approved equivalent courses). Written recommendation from each of these instructors is required. Students prepping for CHE 106 must also have completed CHE 215, CHE 315, or approved equivalent.

**Hazard Communication or other Safety Training** Each prepper must complete the basic hazard communication training. Testing will be performed annually, which may indicate a requirement for additional training. Employee must have completed or be enrolled in an approved laboratory safety course.

**Special Skills Required** Documented analytical skills based on written recommendation from analytical chemistry instructor or previous employer.

**Other** On-the-job training for proper waste preparation will be provided.

## Personal Protective Equipment Requirements

### Eye Protection:

Minimum eye protection required *at all times* in the laboratory will be approved safety glasses with side shields. For tasks such as dispensing of hazardous chemicals, chemical splash goggles must be worn.

### Clothing:

In general, provide use good judgment in choosing clothing for lab work. The Department of Chemistry assumes no responsibility for damage to clothing. Provide adequate skin coverage. Shorts are not appropriate lab attire. Lab coats or aprons provide additional personal protection and may provide protection to clothing. Disposable lab coats may be obtained from your supervisor. Shoes should completely enclose the foot.

### Gloves:

Gloves should be worn for some specific tasks in the laboratory. For dispensing most solid materials, lightweight latex gloves may provide adequate protection from accidental skin contact. For dispensing hazardous liquids, heavier gloves with suitable resistance to the material are recommended. Your supervisor may recommend and provide gloves for specific situations.

## Position Data

**Salary:** \$6.15

**Typical hours per week:** 101/105/106 prep: 8  
121/122 prep: 12

**Position Duration:** One semester

**Other Benefits:** None.