

 **UTMB** The University of Texas Medical Branch

**FEDERAL WORK-STUDY (FWS)  
DEPARTMENTAL JOB REQUEST FORM  
FISCAL YEAR 2009-2010**

Home Department Name Clinical Laboratory Sciences  
Home Department Org ID # \_\_\_\_\_  
PSoft Department # (6 digits) 131400  
Location SAHS/SON Bldg. 57 Route # 1140  
City Galveston Zip Code 77550  
FWS Supervisor's Name (please print) Leonce H. Thierry, Jr.  
FWS Supervisor's Employee # 049742 FWS Supervisor's Phone # 772-9475  
FWS Supervisor's Pager # N/A FWS Supervisor's Cell # x29475  
FWS Supervisor's UTMB E-mail Address lthierry@utmb.edu  
FWS HCM Department Contact (please print) Paula Gabriles  
FWS HCM Department Contact Phone # 772-3056

**JOB DUTIES**

Please provide a detailed job description to include the level of difficulty of the position. Please also include specific requirements for each category such as general office, lab skills, research, assays, instruction, technical skills, etc.

See Previous Work description

GENERAL LABORATORY SKILLS: Pipeting, dilutions, preparing and staining slides, microscope upkeep-moderate difficulty.

LABORATORY PREPARATION: Glassware, Pipets, prepare solutions and run laboratory controls on instruments. Design and develop lesson plans for UTMB Saturday Science Academy. Mentor students from Galveston Independent School District. Assist faculty with delivery of Science projects to students grades 4th - 6th.

FWS Supervisor's Signature Leonce H. Thierry Date 08/13/2009

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**ENROLLMENT SERVICES' OFFICE USE ONLY:**

Job Request # \_\_\_\_\_ Community Service Y Level 5 Base Pay Hourly Rate \$ 16.96

Admin Support Associate LC Date 08/13/09

Revised: 7/23/09