

# 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 # 0577

PSoft Department # (6 digits) 131400

Location SHP 4<sup>th</sup> Floor Route # 1140

City Galveston Zip Code 77555

FWS Supervisor's Name (please print) Michelle Kanuth

FWS Supervisor's Employee # 163633 FWS Supervisor's Phone # 29471

FWS Supervisor's Pager # N/A FWS Supervisor's Cell # 832-620-5448

FWS Supervisor's UTMB E-mail Address mkanuth@utmb.edu

FWS HCM Department Contact (please print) Paula Gabriles

FWS HCM Department Contact Phone # 23057

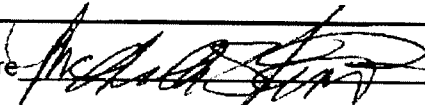
### JOB DUTIES

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.

Prep microbiology student labs and practical examinations. Prepare unknown samples. Grade lab exercises, unknowns and practical exams. Order supplies/inventory management.

Position requires BS in CLS or equivalent in microbiology experience. Laboratory skills, microbiology skills, technical skills such as streaking agar for isolation of colonies and some one on one instructional skills are required.

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FWS Supervisor's Signature  Date 8/14/09

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**ENROLLMENT SERVICES' OFFICE USE ONLY:**

Job Request # \_\_\_\_\_ Community Service N Level 3 Base Pay Hourly Rate \$ 14.24  
Admin Support Associate LC Date 08/14/09