

### **Part Time Upper School Science Lab Assistant**

Cranbrook Kingswood Upper School is seeking an organized and knowledgeable Lab Assistant to prepare chemicals and equipment necessary for student experiments, under the direction of various members of the upper school science department. The lab assistant also maintains equipment and organizes storage rooms. Duties include scheduling experiments and demonstrations with faculty, setting up and taking down experiments and demonstrations, handling solid and liquid chemicals, handling biological specimens, properly disposing of waste chemicals, maintaining a documented history of experiments and demonstrations, etc. This is a part-time position working 20 hours per week during the school year.

This position requires a high school diploma or GED with a demonstrated knowledge in science and math, with a BS degree in a scientific field preferred. Excellent organizational skills are required. Strong interpersonal skills and an ability to work with a variety of people are required. Interested candidates should submit a curriculum vitae or résumé, a completed Employee Application, copies of undergraduate and graduate transcripts, and two or three letters of recommendation with contact information to: Cranbrook HR – Science Lab Assistant, P.O. Box 801, Bloomfield Hills, MI 48303, or fax (248) 645-3014, or email [humanresources@cranbrook.edu](mailto:humanresources@cranbrook.edu).