

Prairie View A&M University  
Student Employment Job Description Form  
2010-2011 Academic Year

revised 4/27/10

Semester: [ ] Summer I [ ] Summer II [ ] Summer I/Summer II [x] Fall [x] Spring/2011

**Instructions: (Please Type)** Please complete a form for **each position** (not each employee). The student employment job description form must be completed in its entirety or it will be returned to your department. This may delay your job from being posted, and processing of your student employees.

**The job posting will remain on the SEO job listing web page for a minimum of five (5) business days and a maximum of fifteen (15) business days [after the 15 days the job posting will be removed]. If you have filled the position prior to the closing date, please email the Student Employment Office at [seo@pvamu.edu](mailto:seo@pvamu.edu).**

If you wish to extend your job posting for an additional 15 days, please email the Student Employment Office at [seo@pvamu.edu](mailto:seo@pvamu.edu). **[Note: Job postings can only be extended twice]**

**DEPARTMENT CONTACT INFORMATION**

Employing Department\_\_ Chemistry\_\_\_\_\_ Location\_\_ NSB Room 230\_\_\_\_\_ (Bldg. & Room #)

Department Head\_\_\_\_ Dr. Remi Oki\_\_\_\_\_ PVAMU email address\_\_ aroki@pvamu.edu\_\_\_\_\_

Primary Supervisor's Name \_\_\_\_ Dr. Huajun Fan\_\_\_\_\_ Title\_\_\_\_\_ Associate Professor\_\_\_\_\_

Ext \_\_ 3111\_\_\_\_ Fax\_\_\_\_\_ 3117\_\_\_\_\_ PVAMU e-mail address\_\_\_\_ hjfan@pvamu.edu\_\_\_\_

Secondary Supervisor's Name\_\_\_\_ Dr. Antoine Carty\_\_\_\_ Title\_\_\_\_\_ Associate Professor\_\_\_\_\_

Ext\_\_\_\_ 3108\_\_\_\_\_ PVAMU e-mail address\_\_\_\_\_ afcarty@pvamu.edu\_\_\_\_\_

How would you like for students to submit applications? *(Please Check All That Apply):*

[ ] Walk In [ ] Fax to: \_\_\_\_\_ [x] Email to:\_\_\_\_ hjfan@pvamu.edu\_\_\_\_  
(Fax #) (Email Address)

Who is the contact person for job inquires: \_\_\_\_\_ Dr. Huajun Fan at NSB room 330-M\_\_\_\_\_

May we also post a phone number?: [ ] Yes If yes, what number? \_\_\_\_\_ [x] No

Please indicate how long this job announcement should remain posted. [x] 5 days [ ] 15 days

**Please check all that apply:**

[ ] Federal Work-Study (no charge to department)

[ ] Texas Work-Study (no charge to department)

[x] Student Hourly (100% charged to department)

**Please indicate number of positions:**

\_\_ 2\_\_ # of Undergraduate Positions

\_\_\_\_\_ # of Graduate Positions (Federal/Texas Work Study)

**NECESSARY QUALIFICATIONS**

Purpose of the position\_\_\_\_\_ Assistant in undergraduate research project. \_\_\_\_\_

Does this job require a specific major or skill, if so what? \_\_\_\_ Chemistry major is preferred, computational modeling such as Gaussian, Spartan, NAMD and Linux are needed. Must be US citizen or permanent resident. \_\_\_\_\_

Job rate or range  
 (Please refer to [http://www.pvamu.edu/files/human\\_resources/docs/Wage%20Table.pdf](http://www.pvamu.edu/files/human_resources/docs/Wage%20Table.pdf)) \_\_\_ Undergraduate rate \_\_\_

Knowledge, Abilities, & Skills \_\_\_\_\_ GPA>3.3, must finish Chemistry I and II or equivalent courses. \_\_\_\_\_

**Please check all that apply:**

Work Days:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**JOB DUTIES**

Please list in detail the duties assigned to this position and estimate the number of hours per week represented by each work-study and hourly over a given period of time.

**Note: Undergraduate students may only work 20 hours per week. Graduate students (Federal/Texas Work Study) may work 35 hours per week.**

Duty #	Work Performed	Hours per Week
1	Assist in research activities, measure the UV-vis absorption, design set up, and submit Gaussian, Spartan or NAMD input files and jobs to computer cluster.	10
2	Visualization and analysis the results and design the next step of research	5
3	Assist in tutorial activities and serve as lab assistant	5

**STUDENT EMPLOYMENT SUPERVISORY CERTIFICATION STATEMENT**

As a student employment supervisor, I understand all job listings are posted at the discretion of Student Employment Office. The Student Employment Office (SEO) is committed to posting jobs that are in alignment with the goals and mission of PVAMU. SEO will not post jobs that appear to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, veteran status, sexual orientation, disability, or gender. The Student Employment Office also reserves the right to refuse to post jobs that do not support the interests of the University. The PVAMU Student Employment Office makes no representations or guarantees about positions posted by this office.

This form must be sent to the Student Employment Office located in Harrington Science Building Room 111, as soon as possible. The Student Employment Office can be reached at (936)261-1793 or email [SEO@PVAMU.EDU](mailto:SEO@PVAMU.EDU).

**[Please allow 2-5 business days for your job posting to appear on the SEO web page.]**

\_\_\_\_\_  
 Supervisor

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date