

STUDENT EMPLOYMENT JOB DESCRIPTION

OFFICE ASSISTANT

BASIC FUNCTION

To assist office staff with daily operations and providing excellent customer service.

GENERAL DUTIES AND RESPONSIBILITIES

- Provide coverage of office area; greet customers & provide general information.
- Receive and route telephone calls.
- Run errands.
- Assist with scheduling appointments.
- Assist with organizing and maintaining departmental files (i.e., filing, sorting, and scanning records).
- Assist with typing correspondence and/or developing spreadsheets/databases.
- Unpack materials & assist with sorting/delivering department mail.
- Keep all bulletin boards organized and up-to-date.
- Operate personal computer and office equipment (i.e., copier, fax machine etc.).
- Use various software to create or maintain office communications (i.e., Microsoft Word, Excel, Outlook etc.).
- Assist with special projects.
- Perform other tasks as assigned by department personnel.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Able to maintain confidentiality
- Excellent record keeping and analytical skills
- Excellent attention to detail

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ___ hours/week (work schedule is arranged around student's classes)
- Normal office environment

STUDENT EMPLOYMENT JOB DESCRIPTION

STUDENT AFFAIRS ASSISTANT

BASIC FUNCTION

To assist office staff with daily operations and providing excellent customer service.

GENERAL DUTIES AND RESPONSIBILITIES

- Provide coverage of office area; greet customers & provide general information.
- Receive and route telephone calls.
- Run errands.
- Assist with scheduling appointments.
- Assist with organizing and maintaining departmental files (i.e., filing, sorting, and scanning records).
- Assist with typing correspondence and/or developing spreadsheets/databases.
- Keep all bulletin boards organized and up-to-date.
- Assist with receiving housing deposits & distributing receipts.
- Assist with developing infographics and Student Affairs newsletter.
- May speak during orientation or participate in panels.
- Conduct campus tours.
- Assist with special projects.
- Perform other tasks as assigned by department personnel.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Constant professional interaction with students, parents, potential students, and felons
- Able to maintain confidentiality
- Excellent record keeping and analytical skills
- Excellent attention to detail

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ___ hours/week (work schedule is arranged around student's classes)
- Normal office environment.

STUDENT EMPLOYMENT JOB DESCRIPTION

CUSTODIAL ASSISTANT

BASIC FUNCTION

To assist support staff in cleaning and maintaining facilities and providing excellent customer service.

GENERAL DUTIES AND RESPONSIBILITIES

- Cleaning and attending restrooms: disinfecting toilets and urinals, cleaning sinks, showers, stalls, partitions, mirrors, floors, walls, and water fountains, removing trash, replacing liners, stocking toilet paper, hand towels, and soap.
- Cleaning public areas: removing trash, vacuuming carpets, dusting, polishing furniture and fixtures, cleaning windows, sweeping and mopping floors, cleaning steps inside and outside of buildings, change light bulbs, wiping, cleaning, and disinfecting equipment and surfaces.
- Assist with handling set-ups and moving requests for campus events.
- Assigned duties can vary depending on building location/area.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Must be able to stand, walk, lift and unload supplies, dump trash containers and move small furniture.
- Must be able to climb to clean vents, light fixtures, windows, and dust and sanitize restroom walls.
- Must be able to access difficult areas, including areas reachable by ladder and lift heavy objects.
- Must be able to adhere to all safety standards and work practices established by the University.
- Must be able to work as a member of a team.

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ___ hours/week (work schedule is arranged around student's classes).
- Considerable lifting, bending, climbing, and walking are required to successfully do this job.

STUDENT EMPLOYMENT JOB DESCRIPTION

SETUP CREW ASSISTANT

BASIC FUNCTION

To assist support staff with event setups and providing excellent customer service.

GENERAL DUTIES AND RESPONSIBILITIES

- Assist with daily event management to include unlocking meeting rooms, checking out equipment, and maintaining awareness of daily event schedules.
- Inspect all equipment for proper functioning before setting up in a meeting room.
- Assist with inventory of setup equipment.
- Assist with maintaining appearance/cleanliness of public spaces and meeting rooms.
- Assist with resetting spaces after events/meetings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

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|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Must be able to stand, walk, lift and move small furniture.
- Must be able to adhere to all safety standards and work practices established by the University.
- Must be able to work as a member of a team.

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ___ hours/week (work schedule is arranged around student's classes).
- Considerable lifting, bending, climbing, and walking are required to successfully do this job.
- May work on week nights and weekends

STUDENT EMPLOYMENT JOB DESCRIPTION

MAIL SERVICES ASSISTANT

BASIC FUNCTION

To assist support staff with mail services operations.

GENERAL DUTIES AND RESPONSIBILITIES

- Assist in sorting, organizing and distributing incoming mail and packages.
- Assist in processing outgoing mail and shipments.
- Assist with loading and unloading packages from transport agencies and shipping companies.
- Receive and route telephone calls.
- Run errands.
- Perform other tasks as assigned by department administrators or support staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Accuracy with alpha/numeric sequences
- Attention to detail

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ___ hours/week (work schedule is arranged around student's classes).
- Considerable lifting, bending, climbing, and walking are required to successfully do this job.
- May work on week nights and weekends

STUDENT EMPLOYMENT JOB DESCRIPTION

ACCOUNTING & FINANCE ASSISTANT

BASIC FUNCTION

To assist administrators and support staff with financial tasks and providing excellent customer service.

GENERAL DUTIES AND RESPONSIBILITIES

- Assist with counting, transporting and depositing money.
- Types and files accounting forms.
- Assist with preparing various accounting forms in accordance with University policy.
- Assist with general administrative tasks as it relates to accounting, budgeting and financial transactions.
- Perform other tasks as assigned by department administrators or support staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Able to classify, record, and summarize numerical and financial data
- Excellent record keeping and analytical skills
- Excellent attention to detail
- Able to maintain confidentiality
- Trustworthy and dependable

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ___ hours/week (work schedule is arranged around student's classes)
- Normal office environment

STUDENT EMPLOYMENT JOB DESCRIPTION

COMPUTER TECHNOLOGY ASSISTANT

BASIC FUNCTION

To assist administrators and support staff with technology needs and providing excellent customer service.

GENERAL DUTIES AND RESPONSIBILITIES

- Assist in the operation of computers, data processing equipment, audio and video equipment, digital cameras and additional electronic equipment.
- Assist with equipment set-up, installation and maintenance, writing programs, converting files, software development, web page design and maintenance, and troubleshooting hardware/software problems.
- Assist with record keeping and distribution of instructional material.
- Performs related tasks as assigned while working in computer labs, classrooms or ITS related office settings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Able to operate and troubleshoot audio-visual equipment (i.e. projectors, PC touchpads, wireless microphones, podium microphones, etc.).
- Must be familiar with PHP, HTML, CSS, JavaScript, AJAX, database structure, database query language (MySQL) and XML.
- Able to multi-task
- Able to maintain confidentiality

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ___ hours/week (work schedule is arranged around student's classes)
- Normal office environment

STUDENT EMPLOYMENT JOB DESCRIPTION

LIBRARY ASSISTANT

BASIC FUNCTION

To assist library staff in daily operations and providing excellent customer service.

GENERAL DUTIES AND RESPONSIBILITIES

- Assist with lending and collecting books, periodicals, videotapes, and other materials at circulation desks.
- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.
- Locate library materials for patrons, including books, periodicals, tape cassettes, Braille volumes, and pictures.
- Assist with answering routine inquiries, and refer patrons in need of professional assistance to librarians.
- Assist with clerical activities such as filing, typing, word processing, photocopying and mailing out material, and mail sorting.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Accuracy with alpha/numeric sequences
- Attention to detail

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ___ hours/week (work schedule is arranged around student's classes)
- Position requires frequent stooping and lifting
- Normal office environment

STUDENT EMPLOYMENT JOB DESCRIPTION

COMMUNICATIONS ASSISTANT

BASIC FUNCTION

To assist administrators and support staff in daily operations and providing excellent customer service.

GENERAL DUTIES AND RESPONSIBILITIES

- Assist with marketing and distributing various publicity/promotional items (i.e., display flyers, posters, brochures and remove them as they become outdated).
- Delivery of printed materials to requested department/staff.
- Assist with design and production of print publications/brochures.
- Perform other tasks as assigned by department administrators or support staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Attention to detail

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ____ hours/week (work schedule is arranged around student's classes)
- Position requires some walking, bending, lifting, and pulling

STUDENT EMPLOYMENT JOB DESCRIPTION

PRINT SHOP ASSISTANT

BASIC FUNCTION

To assist administrators and support staff in daily operations and providing excellent customer service.

GENERAL DUTIES AND RESPONSIBILITIES

- Delivery of printed materials to requested department/staff.
- Assist with operating machines involved with printing, binding, photocopying, duplicating.
- Assist with collating, binding, stapling, cutting, padding printed materials.
- Perform other tasks as assigned by department administrators or support staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Attention to detail

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ___ hours/week (work schedule is arranged around student's classes)
- Position requires some walking, bending, lifting, and pulling

STUDENT EMPLOYMENT JOB DESCRIPTION

LABORATORY ASSISTANT

BASIC FUNCTION

To assist faculty and staff in lab operations and providing excellent customer service.

GENERAL DUTIES AND RESPONSIBILITIES

- Assist with setting up, maintaining and cleaning laboratory equipment.
- Assist with caring for lab animals, plants and/or gardens.
- Dispense equipment/supplies to students and assist with conducting experiments.
- Collect and record data.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Must be able to listen carefully and follow instructions
- Attention to detail
- Be familiar with some lab techniques in biology or chemistry, including using a balance, using a pH meter, measuring volumes, safely handling chemicals, etc.

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ___ hours/week (work schedule is arranged around student's classes)
- Exposure to chemicals

STUDENT EMPLOYMENT JOB DESCRIPTION

ATHLETICS/GAME ASSISTANT

BASIC FUNCTION

To assist coaches and other athletic professionals with game operations.

GENERAL DUTIES AND RESPONSIBILITIES

- Running game clock and scoreboard operation.
- Assist with maintaining sport equipment.
- Assist game management staff with event set-up, field preparation, assembly, and breakdown.
- Assist with statistical recording and data entry.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Must be able to listen carefully and follow instructions
- Able to multi-task and stay organized
- Interest or advanced knowledge of sports and athletics

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ___ hours/week (work schedule is arranged around student's classes)
- May work on week nights and weekends

STUDENT EMPLOYMENT JOB DESCRIPTION

NATATORIUM/FITNESS ASSISTANT

BASIC FUNCTION

To assist the support staff with Lifeguard duties, cleaning & maintenance of the pool area and sports center.

GENERAL DUTIES AND RESPONSIBILITIES

- Serve as lifeguard (e.g., enforce rules and policies of swimming pool area and conduct some general maintenance, examine injured persons and administer first aid if necessary).
- Assist with pool activities such as swim meets, proms, parties or other functions that use the sports center.
- Maintain cleanliness of the sports center.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Lifeguards must have Lifeguard, CPR and First Aid certifications up-to-date
- Must be able to walk, stand and lift moderately heavy equipment
- Excellent attention to detail
- Must be able to work independently
- Must be able to listen carefully and follow instructions

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ___ hours/week (work schedule is arranged around student's classes)
- May work on week nights and weekends

STUDENT EMPLOYMENT JOB DESCRIPTION

TUTOR

BASIC FUNCTION

Help students broaden their knowledge of course content in a specific subject and gain academic achievement.

GENERAL DUTIES AND RESPONSIBILITIES

- Meet with students on a one-to-one or small-group basis to provide learning assistance, clarify learning problems, and develop study skills.
- Sign into and out of Accutrack for all activities conducted within the Student Success Center; teach tutee's how to use the AccuTrack system.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Effective written and verbal communication skills
- Maintain a Cumulative GPA of 3.0 or higher
- Completed the course to be tutored previously and earned a "B" or higher
- Able to maintain confidentiality

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ____ hours/week (work schedule is arranged around student's classes)

STUDENT EMPLOYMENT JOB DESCRIPTION

NOTETAKER

BASIC FUNCTION

Assist disabled students by attending classes and taking notes of the class session.

GENERAL DUTIES AND RESPONSIBILITIES

- Attends all classes for the disabled student & types notes on a laptop or tablet computer (or may be legibly handwritten).
- Responsible for sending notes electronically to their student after every class period.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (SELECT ALL THAT APPLIES)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Operate Call Center |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Phone Coverage |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Receptions/Registrations |
| <input type="checkbox"/> Heavy Lifting (up to ___ pounds) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Interlibrary Loan | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Sports Information |
| <input type="checkbox"/> Library Cataloging | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Library Circulation | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> Maintenance (General) | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Microsoft Excel | |

ADDITIONAL JOB REQUIREMENTS

- Must be dependable
- Must have completed the course previously and earned a B or higher.
- Must have a cumulative GPA of 3.0 or higher.
- Must provide own laptop or tablet to type notes in class.
- Excellent attention to detail
- Must be able to listen carefully

WORKING CONDITIONS/EXPECTATIONS

- Expected to work ___ hours/week (work schedule is arranged around student's classes).
- Work must not interfere with the Notetaker's regular class schedule.