

2011-2012 Student Employment Job Descriptions

ADMISSIONS:

Student Representative Assist students/families/the department
Answer phones (Admissions switchboard when needed)
Give tours to prospective students/families
Fold/stuff letters
Filing
Make packets for special events/prospective student visits
Retrieve mail/take outgoing mail to mailroom
Participate in special events (Eagle Experience/Showcase Sat, etc.)
Work occasional Saturdays
Dependable
Attentive to details
Customer Service experience a plus

Social Media Representative Manages the Office of Admissions Facebook account
Manages and posts to the Office of Admissions Twitter account
Responsible for updating/creating Office of Admissions Flickr account
Responsible for updating Office of Admissions YouTube Channel

ADVANCEMENT:

Office Worker- w/ Advancement office Assist the Administrative Assistant to the VP

Perform all clerical duties- copying, faxing, typing, filing, phones, sorting mail, work processing and data entry
Develop knowledge of/manage filing system
Updating master file list
Office supplies are stocked
Prepare Purchase requisitions/Expense reports

Assist w/ the management of the Division's calendars
Communicate appropriately w/ Trustees, donors, alumni, etc
Clerical and computer experience

Proficiency in Microsoft programs, database programs
Internet proficiency beneficial but not required
Detail-oriented
Reliable

Initiative
Excellent Communication Skills

Office worker- w/ Endowment office Assist the Advancement Services Director- Endowments

Perform all clerical duties- copying, faxing, typing, filing, phones, sorting mail, work processing and data entry
Develop knowledge of/manage filing system
Updating master file list
Office supplies are stocked
Prepare Purchase requisitions/Expense reports
Communicate appropriately w/ Trustees, donors, alumni, etc
Clerical and computer experience

Proficiency in Microsoft programs, database programs
Internet proficiency beneficial but not required
Detail-oriented
Reliable
Initiative
Excellent Communication Skills

Office worker- Planned Giving office Assist the Planned Giving Associate

Perform all clerical duties- copying, faxing, typing, filing, phones, sorting mail, work processing and data entry
Develop knowledge of/manage filing system
Updating master file list
Office supplies are stocked
Communicate appropriately w/ Trustees, donors, alumni, etc
Clerical and computer experience

Proficiency in Microsoft programs, database programs
Internet proficiency beneficial but not required
Detail-oriented
Reliable
Initiative
Excellent Communication Skills

Office Worker- Alumni Relations office Assist Associate Director of Alumni Relations

Perform all clerical duties- copying, faxing, typing, filing, phones, sorting mail, work processing and data entry
 Communicate appropriately w/ Trustees, donors, alumni, etc
 Assist w/ mailings and events' preparations
 Clerical and computer experience
 Proficiency in Microsoft programs, database programs
 Internet proficiency beneficial but not required
 Detail-oriented
 Reliable
 Initiative
 Excellent Communication Skills

ALUMNI RELATIONS:

Office Worker

Provide general assistance to alumni, donors and C-N departments
 Communicate appropriately with Trustees, donors, alumni, etc.
 Perform clerical duties -- phones, copying, faxing
 Retrieve/enter information in Raiser's Edge (alumni database)
 Assist w/ mailings
 Assit w/ events' preparations
 Excellent communication skills
 Dependable
 Attentive to details
 Date Entry experience a plus
 Customer Service experience a plus

CN ANNUAL FUND/CAMPAIGN:

FUND Phone-a-thon Supervisor

Supervise Campaign Phone-a-thon callers
 Soliciting donations from alumni/friends of C-N
 Solicit current/past donors- list provided by Annual Fund office
 Dependable
 Attentive to details
 Professional- good people skills
 Prompt
 Maintain phone-a-thon supplies

Campaign Phone-a-thon caller

Soliciting donations from alumni/friends of C-N

Solicit current/past donors- list provided by Annual Fund office
Dependable
Attentive to details
Professional- good people skills
Prompt

APPALACHIAN OUTREACH:

Ministry Center Worker Assist w/ general office duties assigned by staff
Must be able to handle confidential information
Able to work independantly
Must be professional
Punctual/Responsible
Courteous/Polite
Assist w/ meeting the needs of AO clients as assigned by staff
Assist with sorting donated items
A working knowledge of Spanish is helpful

APPALACHIAN STEEPLE:

Front office worker Assist patrons, etc around facility
Answer phones
Assist w/ Exhibit set-up
Retrieve mail/take outgoing mail to mailroom
Participate in special events (Exhibitions, Poetry Readings- could include nights/weekend events)
Dependable
Attentive to details

ART:

Office Worker Assist department w/ day-to-day responsibilities
Type documents/make copies
Deliver mail/run errands on campus
Serve as Receptionist
Organize paperwork
Assist w/ professor's/student's requests
Mac computer skills or completion of ART 113 course
Good people skills
Typing ability
Prefer students to work 3-4 yrs to maximize retaining

Dark Room worker Assist professors w/ department darkrooms

Maintain B&W darkroom chemistry
Clean & organize Art Department darkrooms
Aid underclassmen photography students during scheduled help sessions
Jr or Sr. Photography major- hand picked by department Chairman after displaying considerable skill as an underclassman

Mac Lab Monitor Assist students in the Macintosh computer lab
Monitor the Mac computer lab during scheduled help sessions
Help students w/ Mac computers/printers
Completion of ART 113 course- recommendation by the professor who coordinates the Graphic Design program

Athletics:

Ath. Training office worker Assist the Certified Athletic Trainers w/ day to day responsibilities of running the Athletic Training room.
File documents
Data entry
Clean Training room
Assist ATC's w/ other administrative duties
Dependable
Attentive to details
Professional

Msoc office worker Assist coaches w/ daily duties
Taking care of laundry for all games/practices
Keeping inventory of equipment/uniforms
Checking equipment and ensuring that they are ready for games/practices
Videotaping home games/helping w/ gameday operation

Helping w/ mass mail-outs to prospects/soccer camps
Organize dressing room for game days
Soccer background a plus
Dependable
Professional
Initiative
Attentive to details

Wsoc office worker Assist coaches w/ daily duties
Answer phones
Return messages
Communication w/ team members via text/e-mail
Typing
Maintaining team duties on a weekly rotation
Stat's for opponents
Roster's for games
Communication w/ SID's
Game-day operations
Schedule for traveling
Rooming list for travel
Soccer background a plus
Dependable
Professional
Initiative
Attentive to details

Mbball office worker/laundry Assist coaches w/ every aspect of the program
Practice prep/clean-up
Locker room prep/clean-up
Management of team gear/supplies
Travel to away games
Management of storage room
Game prep/clean-up
Game bench management
Basketball background a plus
Dependable
Professional
Initiative
Attentive to details

Compliance office worker Assist Compliance Coordinator with misc paper-work, hill runs, copying, mailing, fed-x processing, etc.
Dependable
Attentive to details
Data Entry

Sports Info Game Stats Assist Directors/secretary
Game Management for all team athletic events
Coping/faxing

Data entry

Light travel may be requested for away athletic events

Dependable

Initiative

Job is very demanding and time consuming

Attentive to details

Professional

Take pictures

Download photos for athletic department use

Ftb Filmer Assist coaches/players w/all filming matters

Film all Football practices/games

Edit film on computer editing system

Produce practice film for coaches

Travel w/ team on many away trips/games

Ability to work a camcorder

Basic computer knowledge

People skills

Attentive to details

Prompt

Dependable

Baseball Office/Field Worker Assist coaches w/ daily operations of program

Assist w/ mail outs

Answer e-mails/recruiting information

Help w/ practice or Game information

Download film

Field work

Baseball background a plus

Manual labor- field maintenance

Softball Office/Field worker Assist coaches w/ daily duties

Laundry duties

Locker room upkeep

Field Maintenance

Soccer background a plus

Dependable

Professional

Initiative

Attentive to details

Volleyball Office worker Assit coaches w/ day-to-day responsibilities

File recruiting bios
Retype articles for volleyball media guide
Alphabatize recruiting videos
Mail out recruiting letters
Assist w/ in-game administration during season

Organize line judges under Head Coaches supervision
Make phone calls to High School Coaches promoting
summer camps/clinics

Mail camp brochures to campers and High School
Coaches

Make copies of scouting reports

Make copies of team scrapbook

Photocopy newspaper articles

Dependable

Attentive to details

Professional

Prompt

Reliable

Assist w/ Labor Day tourn. (collect tickets/money/put
gift bags together, mail out all-tourn team awards,
monitor Hospitality room

Re-record stats into our database

Keep recruiting database updated

Occasionally lay floor tape

Fill volleyballs w/ air

Keep system orgainzed w/ our t-shirt sales

Phone calls to restaurants

Main Office worker Assist secretaries/coaches/Athletic Director

Answer phones

Assist w/ questions/requests from
staff/students/families

Make campus wide mail/paperwork errands

Make copies/faxes/folding/stuffing/processing mail

Assist w/ secretary/coaches requests

Assits in the processing of athletic event ticket sales

Prepare Insurance/Compliance information packets

Data entry

Dependable

Attentive to details

Exellent Communication skills

Initiative

Professional

Prompt
Eagle Club Duties

Ftb Equipment/Laundry Manage Football equipment
Issue/take up equipment
Set up/tear down practice field
Repair/maintain players equipment
Travel w/ team on many away trips/games
Dependable
Initiative
Job is very demanding and time consuming
Manage Laundry requests/facilities

Wash/Dry all laundry for Football (practice and games)
Job is very demanding and time consuming

Ftb Office worker To help the coaches and secretaries w/ office duties
Answer phones
Make copies
Run/pick-up mail to/from the hill when needed
Help w/ errands that the coaches may have
Filing when needed
Light office work
Ability to work a camcorder
Basic computer knowledge
People skills
Attentive to details
Prompt
Dependable

BIOLOGY:

Lab Assistant To help clean up labs and prep labs for classes
Washing lab glassware
Making solutions
Assisting in setting up/taking down labs for classes
Conduct chemical inventory
Process hazardous chemicals for disposal
Science major preferred

Office worker- Mary Ball To create and maintain teaching kits
Organizational skills needed

No specific academic major required

Bonner:

Office worker Assit in running Bonner Program
Answer phones/file paperwork
Data entry on Bonner system
Assist w/ student and service site evaluations
Maintain/approve paperwork
Must be professional
Punctual/Responsible
Detail oriented/Self motivated
Must be able to handle confidential issues

BUSINESS:

Office worker Assist w/ needs of the department
Answer phones
Run errands
Copy
File
Must be professional
Punctual/Responsible
Good communications skills

Lab Assitant Assist w/ needs in the lab
Oversee the lab when it is open for students
Computer Skills

CAMPUS MINISTRY:

Worship Planning Team Serves on the Worship Planning Team developing and
executing Tuesday chapel services
Junior or Senior preferred
Must be professional
Punctual/Responsible

CLW worker #1 Assist staff w/ monitoring CLW events
Assist w/ assigned tasks during CLW as requested by
supervisors
Operate portable scanners to record student ID#s for
attendance credit
Must be professional
Punctual/Responsible

Detail oriented/Self motivated

Campus Post Office:

Clerk Assist customers/personel
Answer phones
Sort mail/packages
Assist customers @ window
Forward mail
Stuff mailboxes
Sell postage stamps
Must be professional
Punctual/Responsible
Detail oriented/Self motivated

Chemistry:

Stockroom manager Assist w/ preparation of materials for lab

Prepare chemicals/equipment for use in lab courses
Dependable
Attentive to details

Must have credit for a college level chemistry lab course
8 hrs/wk

Stockroom worker Assist w/ general upkeep of the chemistry stockroom
Wash/restock glassware
Refill lab supplies
Assist w/ inventory
Dependable
Attentive to details
hours vary

Lab Assistant Assist professors with monitoring and supervising labs.
Assist students with setting up and completing lab experiments
Dependable
Work well with others
Competent in chemistry lab techniques.

Must have credit for a college level chemistry lab course

COMMUNICATIONS:

LCN-Tv worker Assit in TV studio/campus TV productions
Assist in videotaping campus events
Assist in editing programming for campus TV

Assist in developing/creating content for campus TV

Open/oversee editing bays for production students
Assist in maintaining TV studio/sets
Familiarity w/ TV production
Skills in non-linear editing
Skills in videography

Theatre worker- Carpentry/Electric Shop Basic knowledge of power tool and hand tools
and safety while using
Basic knowledge of electricy and safety
Basic math skills
Be able to lift 50 lbs
Requires some evening/night and weekend work

Theatre worker- Costume Shop Basic sewing skills
Organizational skills
Artistic talent preferred
Basic math skills
Requires some evening/night and weekend work

Forensic worker Clerical duties/tournament coordination and production
Answer phone
Help w/ paperwork
Make reservations
Help w/ record keeping
Office organization/maintenance
various miscellaneous forensic/office duties
Attentive to details
Good communication skills
Dependable

EDUCATION:

Curriculum Lab worker Assist department in various capacities

Check in/out materials (books/magazines/kits/cameras
Access/catalog materials

Shelve materials
Assist students in finding materials
Laminating for students/faculty/staff
Determining appropriate charges for laminating
Coping for students/faculty/staff
Collect money for copies/laminating/supplies
Organize/move materials
Provide lab security
Prepare/collect Scholastic Book Club order forms
Provide general assistance to faculty/staff for special projects (creating posters, bulletin boards, decorating for special events, etc
Dependable
Attentive to details
Good communication skills

Office worker Assist department in various capacities
Mail runs and campus errands
Meet w/ prospective students
File/general office work
Dependable
Attentive to details
Good communication skills

ENGLISH:

Office worker Assist students/department w/ daily duties
Answer phones
Assist w/ questions
Assist secretary w/ clerical support
Copy office/faculty/confidential material
Interact w/ faculty/students
Assist faculty in their requests
Pick upmail from mailroom/sort
Typing
Computer skills
Prefer English major
Good communication skills
Ability to keep confidentiality
Dependable

Writing Lab worker To assist students across the curriculum with writing

Tutor students who have specific questions about writing papers

Help students to understand grammar and punctuation principles

Help students to know how to revise and/or edit their papers

Assist students with documentation formats

Keep a log of all visitors to the lab

Assist professors who may bring their night classes to the lab

Prepare a summary sheet of work done with each student to be sent to the appropriate professor

Alert the supervising professor of any problems with computers or printers

Leave the room in a neat condition, turn off lights, and lock the door

Post an appointment sign-up sheet on the outer door of H353 weekly

When clients are not present, read a chapter in the tutoring books in the lab or visit one of the designated web sites

Report at the end of each night to the supervising professor via email about the night's activities

Check with the supervising professor for help in addressing writing problems of students

Attend special training sessions as offered

English major or minor with

Strong writing/grammar skills and the recommendation of one or more professors

FAMILY LITERACY-B.O.O.S.T:

Boost- Cherokee worker To enhance the literacy skills of young children.

Attend training sessions prior to assignment as a tutor.

Maintain a log of activities and an official time sheet documenting hours of service.

Submit the time sheet by appropriate due dates for approval by **Family Literacy** supervisor

Participate in on-going training sessions.

Work closely with the participants of the program, providing homework help and educational activities to elementary and/or middle school students.

Implement academic enrichment lessons, supported by the program's co-leaders. There is also a possibility of lesson planning if the tutor is interested.

Provide encouragement and support to the program's participants, abiding by the best practices of the B.O.O.S.T. programs in order to maintain a safe environment.

Contribute to positive team dynamics, supporting other staff in the program as needed.

Boost- Cherokee SUPERVISOR

Maintain a log of activities and an official time sheet documenting hours of service.

Submit the time sheet by appropriate due dates for approval by C-N **Family Literacy** supervisor

Participate in on-going training sessions

Ensure each program has a well-thought out & executed curriculum which meets the educational needs of the program's participants

Support and encourage the co-leaders of each site, as well as, the curriculum, logistics, and training and enrichment coordinators.

Ensure all B.O.O.S.T. program staff are serving to the best of their ability, are contributing positively to team dynamics, and have opportunities for growth and development

Mediate any staff or program challenges that arise and exercise creative problem solving when needed

Boost- Hillview worker

To enhance the literacy skills of young children.

Attend training sessions prior to assignment as a tutor.

Maintain a log of activities and an official time sheet documenting hours of service.

Submit the time sheet by appropriate due dates for approval by **Family Literacy** supervisor

Participate in on-going training sessions.

Work closely with the participants of the program, providing homework help and educational activities to elementary and/or middle school students.

Implement academic enrichment lessons, supported by the program's co-leaders. There is also a possibility of lesson planning if the tutor is interested.

Provide encouragement and support to the program's participants, abiding by the best practices of the B.O.O.S.T. programs in order to maintain a safe environment.

Contribute to positive team dynamics, supporting other staff in the program as needed.

Boost- Hillview SUPERVISOR

Develop and maintain a positive, engaging culture at the site he/or she is responsible for which incorporates feedback from the participants and meets B.O.O.S.T. program goals

Communicate with parents securing registration material for participants, sharing information about important dates and programs, and relating participant progress and challenges

Work closely with the appropriate B.O.O.S.T. Elementary/Middle School Curriculum Coordinator to ensure an engaging curriculum which meets Tennessee educational standards is being implemented and assessment is conducted and documented

Family-Consumer Science:

Office worker- Burchell Assist faculty/students/visitors of the department
Take telephone messages
Good computer skills
Word processing
Copying material for classes
Pick-up mail and run other errands
Filing
Make purchases from bookstore
Cover office when administrative assistant is away
Dependable/trustworthy

Office worker- Dr. Coffey Good communication skills
Computer skills
Dependable/Trustworthy
Office skills
Good organization

Filing

Office worker- Whaley Good communication skills
Computer skills
Dependable/Trustworthy
Office skills
Good organization

Office worker- Bush Computer skills
Good communication skills
Dependable
Trustworthy
Good organizational skills

Office worker- Carroll Computer skills
Good communication skills
Dependable/trustworthy
Good organizational skills

Office worker- Fulcher Computer skills
AutoCad
Good communication skills
Dependable/trustworthy
Good organization skills
Attentative to detail

Food Lab worker Assist in foods lab
Grocery shopping
Preparation for lab
Clean-up after lab
Run/Unload dishwasher
Weekly laundry after labs
Check inventory
Prepare grocery list of needed items
Dependable/trustworthy
Attentive to details

Child Development Lab Good computer skills
Dependable/trustworthy
Attentive to details
Office skills

Good communication skills
Good organization skills

GLOBAL EDUCATION:

Office worker Work with Administrative Assistant in Director's office with daily responsibilities.
Perform general secretarial duties- much of it independently, such as preparing pictorial directory and entering data.

Good computer skills - Familiar with Microsoft Word, Excell, Access, and become familiar with International Student databases, such as contacts and photos.

Assist with mailings.

Assist in events hosted by the department.

May occasionally be asked to perform some duties at evening meetings or Saturdays - not often.

Assist in new student orientation in Aug if schedule permits.

Dependable/Trustworthy- Confidentially handles information..

Good people skills, Relates well with staff and international students. Well mannered. Christian.

Pick up mail, and run errands on campus.

Editor Maintain weekly newsletter.
Writes/publishes the weekly newsletter for International Students.
Assist in events hosted by department.
Willingness to build friendships w/ students from other cultures.
Assist in arrival and Orientation for New Internationals (Aug 15-21).
Some evening/weekend work.

Interest in/relates well w/ people from other cultures.

Must be mature/responsible.

Willing to follow directions.

Capable of making decisions w/out supervision.

Must have good computer skills and good use of English.

Student Secretary Office work as assigned by supervisor.

Assist in events hosted by department.
Some evening/weekend work.
Willingness to build friendships w/ students from other cultures.
Assist in Orientation for New Internationals (Aug. 18-19.)
Must be mature/responsible.
Willing to follow directions.
Capable of making decisions w/out supervision.
Must have good computer skills and good use of English.

Library Clerk Assist Librarian in Resource Center:

Charge and discharge books for graduate students,
Shelve books and periodicals when returned to library,
Process books to be placed on shelves,
Answer telephone for book renewals and information,
Friendly and helpful to all students using Center,

Have knowledge of subject identification to assist students,
Have computer skills to limited degree,
Keep shelves neatly arranged with materials,
Water and maintain Resource Center plants, and
Work approximately 10-12 hours per week.

Driver

Drive International students around- must be 21 and willing to get approval to drive C-N vans.
Assist in events hosted by department.
Willingness to build friendships w/ students from other cultures.
Assist in Orientation for New Internationals (Aug.15-20).
Some evening/weekend work.
Drive International students.

Interest in/relate well w/ people from other cultures.
Must be mature/responsible.
Willing to follow directions.
Capable of making decisions w/out supervision.
Must have good computer skills and good use of English.

Office Worker Assist professors/students/department
Answer phones
Assist w/ questions
Xeroxing
Assist professors w/ varoius requests
Dependable
Prompt
Good communication skills

HPSS:

Office worker Assist department w/daily responsibilities
Assist instructors in setting-up/taking down of teaching equipment
Collect/deliver the mail
Run errands to the bookstore and other departments for the department
Maintain smooth running office environment when secretary not present
Occasional data input/typing/faxing
Daily copying/collating of documents for instructors
Organize equipment storage areas
Inventory check/updates
Friendly/outgoing personality
Good communication skills
Punctual/reliable/efficient

Computer/typing experience- Excel/Word/Powerpoint
Pleasant telephone manner

INFORMATION TECHNOLOGY:

IT worker To monitor and assist students using the ACC123 Lab
Answer the Helpdesk phone
Assist w/ computer-related questions
Dependable
Attentive to details
Computer savy

LIBRARY:

Catalog/Circulation worker *Cataloging Responsibilities*
Assist staff w/ daily routines

Process library materials- stamping for ownership/labeling/applying security materials/book jackets/creating gift plates, etc.

Repair of library materials

Assist w/ maintenance of new book shelves/lease book shelves

Update of manuals/books when revisions are received

Assist in the withdrawing of materials

Assist w/ the preparation/selling of books

Assist w/ completing special projects

Circulation Responsibilities

Assist staff/librarians/students/visitors as needed

Assist students/patrons @ the circulation desk w/ general/directional questions

Shelve books

Answer phones

Check-in/out/renew books/periodicals, etc

Collect fines for overdues

Give change as needed

Keep book truck neat and in order

Assist w/ opening/closing when on duty during shift

Keep all return bins empty of materials

Check-in newspapers and put them on rods as assigned

Record gate counts in book every hour as needed

Dependable

Attentive to details

Good communication skills

Circulation Desk worker Assist staff/librarians/students/visitors as needed

Assist students/patrons @ the circulation desk w/ general/directional questions

Shelve books

Answer phones

Check-in/out/renew books/periodicals, etc

Collect fines for overdues

Give change as needed

Keep book truck neat and in order

Assist w/ opening/closing when on duty during shift

Keep all return bins empty of materials

Check-in newspapers and put them on rods as assigned

Record gate counts in book every hour as needed

Dependable
Attentive to details
Good communication skills

Media Services worker

Maintain/assist in daily operations of media services center

Check-in/out (circulation) audio-visual media to students/faculty/staff

Help patrons find media in our collection

Conduct inventory on media each semester

Make duplicate copies of audiotapes of new media that is received for various departments/spot check/label/put on check-out shelves

Enter titles/information into the Media Journal on all video/DVD/other media that has been ordered

Spot-check all videotapes/DVD's that are prepared for cataloging

Generate slips/cards for files on the media that is sent to cataloging/file when return from cataloging

Schedule viewing times for students required to view videos for class assignments on calendar

Update the bibleofile on the computer for supplement to department heads

Pick up mail

Deliver equipment to various departments

Videotape special events on campus after hours on occasion

Filing/copying, etc

Answer/transferring the phone

Dependable

Attentive to details

Good communication skills

Video taping experience a plus

Periodical worker Assist staff/librarians/patrons as needed

Process incoming mail- academic journals/magazines
Maintain periodicals collections- includes removal of complete volumes for boxing

Work on JSTOR archival project as needed- includes removal of hard copy to storage

Revise collection database

Assist patrons w/directional questions and operation of technical equipment

Dependable

Attentive to details

Good communication skills

Interlibrary Loan worker Assist in processing Lending request -
Prepare packages to mail
Pull books to mail
Scan and send journal articles
Assist with borrowing requests as needed
Assist in circulation as needed

LIFE DIRECTIONS:

Office worker Assist students/Directors/secretary
Answer phones
Assist w/ questions
Make copies/ typing
Update job postings on C-N website
Campus errands
Help w/ projects- Career Showcase
Dependable
Detail-oriented
Reliable
Initiative
Excellent Communication Skills

Tutor To tutor students in particular academic subjects.
Follow up with tutoring session summaries to supervisor
Recommendation by professor.
3.0 GPA in major
Participate in Peer Tutor training

MUSIC:

Office worker Assist students/faculty/staff/visitors
Assist w/ questions
Use copier/fax machine
File prospective student information
Update large calendar boards
Excel & Word Experience a must.
Prepare for events- move tables/post flyers

Confidentiality a must.
Friendly/outgoing personality
Good communication skills
Punctual/reliable/efficient

Office worker- Eric Thorson Administrative duties & assistance
Punctual/reliable/efficient
Basic to advanced computer skills
Attention to details

Music Library worker Assist in maintaining the music library
Monitor check-out computer/procedures
Type call number/title labels for new CD's/scores

Type replacement call number/title labels as needed
Answer phone

Enter library holdings into computer catalog system
Participate in end-of-semester inventory
Assist patrons w/ computers/DVD/CD
players/searching card/computer catalogs

Place materials on reserve as requested by music faculty

Reshelve items as returned by patrons/music faculty
Assist w/ book binding as needed
Assist w/ accessing new scores/CD's/DVD's

Search library holding for duplicates in patron donations
Process patron donations (records/CD's/scores)
Create Word/Excel documents as needed for inventory
jobs
Assist secretary/Dean as needed
Monitor daily due/overdue postings
Collect/record fine/copying money received
Type donation bookplates as needed
Empty recycle bin
Willing to follow directions
Familiar w/ order of the alphabet
Some experience w/ a typewriter

Recital Hall worker Assist all activities performed in the Recital Hall
Record events
Work stage for events

Assist performers
Set up for events
Assist supervisor/department chair
Some knowledge of sound system
Some knowledge of music
Knowledge of concert procedure

Choral Library worker To keep choral library organized
Keep choral library open
Catalogue/organize music
Typing
Proof reading
Record recital numbers
MUST be able to read music
Ability to catalogue music
Basic computer/proof reading skills
Organized
Dependable
Attention to details

Office worker- Ann Jones Assist Mrs. Jones in recruitment
Phone calls to prospects
Mac computer
Edit Excel spreadsheets
Organize paperwork
Type/proof read
Good communication skills
Basic Mac computer skills/proof reading skills
Knowledge of Excel
Organized
Dependable
Attention to details

Band worker Administrative duties & assistance
Maintain instrumental library
Maintain instrumental inventory
Data entry
Answer phones
Prospect communications
Recruiting assistance
Print/fold/deliver programs/documents
Event production/registration preparation
Band rehearsal preparation
Punctual/reliable/efficient

Basic to advanced computer skills
Attention to details
Instrumental library experience a plus

NORTON INSTITUTE:

Office Worker Assist Director and his assistant
Answer phones when needed
Keep database up to date
Filing/copying/faxing
Deliveries on campus
Bookstore errands
Assist w/ mailings
Dependable
Prompt
Good communication skills
Office and computer skills

NURSING:

Office Worker Assist secretaries/faculty w/in the department
Answer phones
Filing for students' and general files
Empty dehumidifiers
Water plants
Collect/set out recycling
Shred important documents
Wash/dry linens for the nursing lab
Pick up mail/run campus errands
Dependable
Prompt
Good communication skills

PROVOST:

Office Worker Assist students/faculty/staff/families & the dept.
Must be able to handle confidential information
Able to work independantly

Assit w/ planning Fall Convocation/Winter
Commencement/Student Honors Convocation/Faculty
Honors Banquet/ Spring Commencement
Answer phones
Assist w/ questions
Copy/fax/filing
Look information in Datatel-database

Dependable
Reliable
Must be able to handle Confidential information

PSYCHOLOGY:

Office Worker General office duties/receptionist/assist professors
Grading tests
Answer phones
Filing
Typing
Gathering mail
Run errands
Ability to keep confidentiality
Dependable
Attention to details

RECREATIONAL SERVICES:

Life Guard Monitor pool area/keep patrons safe
Keep all patrons safe while in/around the pool
Enforce MSAC pool rules
Open/close the pool
Follow proper lifeguarding procedure
Keep the pool clean
Consistently enforce MSAC- Maddox Student Activity Center rules/policies
Follow procedures outlined in MSAC student employee manual
Give primary attention to the responsibilities of MSAC operations
Wear proper attire (swimsuit)
Find substitute when unable to attend work/notify MSAC office
Communicate w/ the MSAC office about schedule/other work related matters
Handle disciplinary/emergency situations
Dependable
Prompt
Good communication skills
Display a high degree of moral character/ethical conduct
Honest

Control Desk worker Monitor the Control desk/recreational areas

Check eligible persons/guests into the recreational areas

Issue/check equipment

Answer phone

Check towels in/out

Complete reports/forms

Monitor control desk area closet

Keep control desk area neat/clean

Clean the weight room

Consistently enforce MSAC- Maddox Student Activity Center rules/policies

Follow procedures outlined in MSAC student employee manual

Give primary attention to the responsibilities of MSAC operations

Find substitute when unable to attend work/notify MSAC office

Communicate w/ the MSAC office about schedule/other work related matters

Clock out when away from work station

Handle disciplinary/emergency situations

IF OPENING:

Meet security/housekeeping @ MSAC office to receive keys to recreational areas/clock in

Unlock/prepare the game/weight/locker rooms (4)/gate to the gym/track door for opening

Open the Control desk area

IF CLOSING:

Return all equipment to storage

Change Track direction arrow

Pick-up/straighten/lock all areas/clock out

REGISTRAR:

Office worker Assist students/parents/staff

Greet/assist front desk visitors/students

Answer phone

Complete transcript requests

Assist w/ information in Datatel & EDC systems

Assist staff w/ requests

File/shred

Computer skills

Prompt

Good communication skills

Ability to keep confidentiality

RESIDENCE LIFE:

Burnett Desk worker- (Women's dorm)

Assist w/ security of residence halls by greeting/monitoring the guests who visit the buildings
Greet/log all visitors in at the front desk

Maintain visual coverage of the front door at all times
Verify residents and visitors are not on the "Loss of Visitation" list

Assist the Residence Life staff by reporting any and all policy violations, etc.

Attend monthly scheduling meetings

Dependable

Reliable

Alumni Desk worker (Women's dorm)

Assist w/ security of residence halls by greeting/monitoring the guests who visit the buildings
Greet/log all visitors in at the front desk

Maintain visual coverage of the front door at all times
Verify residents and visitors are not on the "Loss of Visitation" list

Assist the Residence Life staff by reporting any and all policy violations, etc.

Attend monthly scheduling meetings

Dependable

Reliable

Swann Desk worker (Women's dorm)

Assist w/ security of residence halls by greeting/monitoring the guests who visit the buildings
Greet/log all visitors in at the front desk

Maintain visual coverage of the front door at all times
Verify residents and visitors are not on the "Loss of Visitation" list

Assist the Residence Life staff by reporting any and all policy violations, etc.

Attend monthly scheduling meetings

Dependable

Reliable

Heritage Desk worker (Men's dorm) Assist w/ security of residence halls by greeting/monitoring the guests who visit the buildings
Greet/log all visitors in at the front desk

Maintain visual coverage of the front door at all times
Verify residents and visitors are not on the "Loss of Visitation" list

Assist the Residence Life staff by reporting any and all policy violations, etc.

Attend monthly scheduling meetings

Dependable

Reliable

Butler Desk worker (Men's dorm) Assist w/ security of residence halls by greeting/monitoring the guests who visit the buildings
Greet/log all visitors in at the front desk

Maintain visual coverage of the front door at all times
Verify residents and visitors are not on the "Loss of Visitation" list

Assist the Residence Life staff by reporting any and all policy violations, etc.

Attend monthly scheduling meetings

Dependable

Reliable

ROTC:

Office Worker Assist log technician/cadre w/in the department

Organize supplies and clothing

Filing for students' and general files

Pick up mail/run campus errands

Dependable

Prompt

SAFETY & SECURITY:

SAC Hall monitor

Part-time security patrols as a student worker in the MSAC and Holt Field House responsible for observing and reporting any unsafe security matters to the security officers on duty.

Assist department's full-time officer's in patrolling in and around the MSAC facility and Hold Field House in an effort to identify any matters that would be defined as unsafe or dangerous to others and that might be in violation of campus policy.

Non-confrontational at all times and notify campus security immediately of all questionable concerns

Conduct themselves in a manner that is appropriate for a Christian institution and to be worthy examples in moral conduct and behavior for the students of the College and fellow employees

Keen observer w/ good oral and written communication skills, who can follow instructions and can get along well w/ students, staff and guests

Must be able to be on his or her feet most of the time conducting foot patrols

Must be prepared at all times to assist in such matters as emergency evacuations, contact of local law enforcement and EMS personnel and to write subsequent reports related to the incident at hand.

High School Diploma

Minimal experience only

Reliable

Office worker

Assist students/visitors & department staff w/ daily operations

Answer phones

Take accurate messages

Sell / disseminate parking hangtags for students/employees

Handle money

Make student/employee ID's - including pre-registration / registration

Recording/making copies of traffic tickets and sending them to the Treasurer's Office for collection

Computer literate

Able to train on Datetel database

Dependable
Keep information confidential
Maintian professional dress & demeanor

STUDENT ACTIVITIES:

Office Worker Report directly to the Director of Student Activities
Assist w/ the overall operation of the work of the department
Creating/posting advertisements for campus activities in various buildings

Campus event clean up (e.g. sorting t-shirts, cleaning concession machines, counting change, moving supplies)
Phone calls to various artists/bands/performers
Follow-up w/ EPC members
Filing paperwork
Photocopying
Deliveries

TREASURER:

Switchoard @ Lunch Assist the Main switchboard operator/Treasurer's office personel
Meet/greet people as they enter Fite Bldg
Answer main telephone switchboard line
Give out visitor parking tags

Help out w/ paperwork from the Treasurer's office
Dependable
Attention to details
Prompt
Good communication skills

Office worker Assist students/families/department staff
Answer phones
Assist w/ questions @ the counter
File paperwork
Look information up in Datatel
Post payments to accounts
Dependable
Attention to details
Prompt

