

## Student Employment Job Descriptions

### **Computer Center – Computer Lab Assistant** – Richard Coutant

Maintain a secure and orderly environment in the Computer Center Labs. Duties include answering the HelpDesk phone, entering service requests into a computerized database and assisting students with accessing computer resources. Assist faculty and staff in the usage of computers, software and peripherals. Routine cleaning of computer lab equipment and rooms. Ability to work with and assist others. May include assisting technicians with the movement, lifting, and setup of computer equipment.

### **Center for Workforce Development – Office Assistant** – Heather Cappabianca, Jane Williams

Utilize Microsoft Office Suite to create and support a variety of documents, using email and internet for business purposes, sorting and bundling mailings, general office duties to include answering the telephone, outgoing calls to CWD students regarding class locations, preparing course flyers, copying projects, maintain the functioning of the office, keeping the CWD clean, greet visitors at front desk, and update bulletin boards.

### **Library – Library Assistant** – James Patterson, Ann Marie Hyres

Circulation desk work (registering patrons for library cards and checking materials in/out using computerized circulation system); assisting patrons to locate materials and use electronic databases; shelving materials, filing catalogs; photocopying, relabeling books, staffing the Library Lab, which involves assisting students with computer hardware, software and course management (Blackboard, ePortfolio, etc.). Light cleaning and other duties as assigned.

### **Veterinary Technology – Lab Assistant – Animal Caretaker** – Sheryl Keeley

Prepare, set-up, and clean-up of various rooms and facilities related to student labs. Assist in the monitoring/observing/providing care for any animals utilized in the laboratory sessions or owned by the program. Must have pre-exposure rabies vaccinations. Completion of VET 100, 101, 151, 152, 230\*, 212\*, 205\* and 280\* OR similar experience obtained within an employment setting recommended OR completing courses concurrently with employment is acceptable. \*Completion of VET 230, 212, and 205 may not be necessary (but is recommended) for student workers assisting in either the VET 151 or VET 152 laboratories.

### **Vogel-Wetmore Elementary School – Early Literacy Enrichment Program Reader** – School Principal

Enhance and enrich children's literacy skills at the elementary grade levels by reading to the children (daily, weekly). Model appropriate behavior and language in a positive manner. Take directives and accept feedback from staff including the Literacy Coordinator. Promote small group instruction, demonstrate professional behavior in school setting. Exude patience with young readers and learners. Arrive on time and be habitually present for full commitment of hours, days and weeks.

### **Center for Student Development – Student Resource Guide** – Ruth Gonzalez, Samantha Palombizio

Welcome all students and guests upon arrival to the Center for Student Development; Make referrals to appropriate student services and campus resources; Answer phone calls and voicemails, make appointments, set-up computers, etc.; Assist students logging into myCommNet, viewing Degree Audits, viewing courses, etc.; Create flyers and other materials for the office. Other office duties as assigned.

### **Student Activities – Office Assistant** – Andrew Wetmore

General office duties to include managing of phone calls, communicating services and event information, assist with mailings and taking messages. Program coordination and implementation. Monitor the Greenwoods Hall Multipurpose Room as needed. Data entry of club account information into Microsoft Excel spreadsheet and reconcile accounts. Student Senate to include typing and distributing minutes and reports, developing and distributing program flyers.

### **STEAM – STEM Assistant** – Sharon Gusky, Tara Jo Holmberg

\*Elected student worker position for Camps to Advanced Technology Careers Initiative.

### **English & Humanities – Department Assistant** – April Parsons

Assist department chair with communications and creation of materials, office tasks for faculty, and support department events such as the Book Circle and Mad River Festival. Create writer materials such as press releases and brochure, and publication of the Mad River Anthology. Serve as liaison for department guests such as authors and presenters.

## Student Employment Job Descriptions

**Financial Aid – Financial Aid Assistant – Peer Advisor** – Shoshannah Henry, Daniel Roberts

Assist students and parents with completing the Free Application for Federal Student Aid, complete Federal Student Aid IDs, create and update Inceptia Verification Gateway accounts. Assist in navigating myCommNet accounts, completing Master Promissory Notes, and student loan entrance counseling. Create and organize student files, documents. Understand and comply with FERPA laws.

**Maintenance – Building and Grounds – Maintenance Assistant** – Steven Rines, Scott Mueller

Assist department in maintaining campus buildings and grounds. Perform assigned tasks such as snow removal, delivering supplies to buildings or work stations, landscaping activities. Must be enthusiastic, punctual and reliable.

**Art Department – Studio Assistant** – Janet Nesteruk

Assist department with instructional materials, spaces, supplies and activities. Perform duties related to the monitoring and maintenance of classroom areas and for classes and art activities. Computer/art experience helpful but not required.

**Collegiate Education for Deaf and Hard of Hearing (CEDHH)** – Office Assistant – Sarah Bement

Maintain the CEDHH office and assist staff with various administrative duties including but not limited to copying, collating information and distributing to staff and students. Must maintain a level of confidentiality of information heard or seen to which office assistant may have access. Must be able to communicate receptively and expressively in ASL to CEDHH students who use the office.

**CEDHH – Note Taker** – Paul Atkinson

Must have 3.0 GPA, attend class regularly, take legible notes, and reliable/responsible. One-time online note-taker mandatory training. Provide copies of lecture or lab content in an accurate, clear and organized manner to designated deaf, hard of hearing, or student with disability.

**Admissions Office – Clerical Assistant – Tour Guide** – Kalia Kellogg, Darcie Martineau

Conduct campus tours, filing, copying, assist prospective students with intake and application process. Mail delivery and pick-up. Assist with preparation of bulk mailings for open house and other campus events. Create packets and folders of information the college distributes to students and parents. Interpersonal skills, professional dress and attitude, and Microsoft Office computer skills.

**Allied Health – Administrative and Lab Assistant** – Jane O'Grady

Must be detail oriented and organized. Typing, filing, copying and faxing. Assist supervisors in preparing for department projects and reaccreditation of programs.

**Academic Success Center – Tutor (assorted subjects)** – Laura McCarthy

Provide educational mentorship to students individually and in groups. When students are not in need of tutoring, tutor is expected to become familiar with technology and resources available in the Skills Center, and to add to the technology by researching and submitting appropriate content to technology coordinator. Organize tutoring areas.