

WORK-STUDY JOB DESCRIPTIONS



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DEPARTMENT: ACADEMIC AFFAIRS

JOB TITLE: **OFFICE ASSISTANT**

JOB DESCRIPTION:

GENERAL OFFICE DUTIES INCLUDE COPYING, FILING, SCANNING, DATA ENTRY, PROOFREADING DOCUMENTS, PICKING UP AND DROPPING OFF MAIL, RUNNING GENERAL ERRANDS ON CAMPUS, AND ASSISTING WITH TASKS/PROJECTS AS ASSIGNED. FAMILIAR WITH MICROSOFT WORD AND EXCEL, PLUS GOOGLE DOCS AND SHEETS – CREATE AND/OR UPDATE SPREADSHEETS, WORD DOCUMENTS, AND GOOGLE FORMS.

ASSIST WITH PREPARATION OF EVENTS OR MEETINGS – EVENT SETUP AND BREAKDOWN. REQUIREMENTS: ATTENTION TO DETAIL, SELF-MOTIVATED, ORGANIZED, STRONG WORK ETHIC, WRITTEN AND VERBAL COMMUNICATION SKILLS. FRIENDLY, FLEXIBLE, AND A GOOD ATTITUDE ARE A PLUS.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE:

TEAMWORK/COLLABORATION, LEADERSHIP, PROFESSIONALISM/WORK ETHIC, CAREER MANAGEMENT, EQUITY & INCLUSION

DEPARTMENT: ADMISSIONS DEPARTMENT

JOB TITLE: **MULTIPLE POSITIONS**

JOB DESCRIPTION:

1) **ADMISSIONS DATA ENTRY SPECIALIST** WILL ASSIST WITH DATA ENTRY FOR PROSPECTIVE STUDENTS. ACCURATELY INPUT DATA FROM ONLINE FORMS, POST CARDS, AND OTHER SOURCES INTO OUR DATABASE. WORK INDEPENDENTLY AND INDOORS.

2) **STUDENT AMBASSADOR** WILL HELP RUN THE ADMISSIONS OFFICE. THERE ARE VARIOUS ROLES AND SPECIALTIES WITHIN THE AMBASSADOR PROGRAM INCLUDING DATA ENTRY, GENERAL OFFICE SUPPORT, CAMPUS TOUR GUIDE, DESIGNING MATERIALS FOR EVENTS, AND WORKING WITH PROSPECTIVE STUDENTS.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE:

TEAMWORK/COLLABORATION, LEADERSHIP, PROFESSIONALISM/WORK ETHIC, CRITICAL THINKING, EQUITY & INCLUSION

DEPARTMENT: ALUMNI AFFAIRS & DEVELOPMENT

JOB TITLE: **OFFICE ASSISTANT**

JOB DESCRIPTION:

GREET DONORS, GUESTS, BOARD MEMBERS & ALUMS (WORKING AT THE FRONT DESK IN OUR OFFICE) SOFTWARE PROGRAMS: EXCEL (I.E. UPDATING SPREADSHEETS); MS-WORD (I.E. MAKING NAME BADGES, UPDATING REPORTS, DRAFTING AND PROOFREADING LETTERS); POWERPOINT (I.E. MAKING DOOR SIGNS OR BOOK COVERS, LABELS, ETC.) WORK DEVELOPMENT EVENTS (GREETING GUESTS, GIVING OUT NAME BADGES, HELPING WITH DECORATIONS) [ATTENDANCE MAY BE REQUIRED.] ASSIST WITH PREPARATION OF EVENTS/MEETINGS (FOFA GALA, BREVARD SOCIETY GALA, BOARD OF VISITORS, ALUMNI BOARD) PROJECTS WITH THE ALUMNI DIRECTOR (HOMECOMING PROJECTS, PREP-WORK FOR REGIONAL ALUMNI EVENTS, SOCIAL MEDIA POSTS) HELP WITH SCHOLARSHIP LETTERS. RESEARCH CONTACT INFORMATION FOR ALUMNI AND CONSTITUENTS FOR DATABASE UPDATES. OTHER RELATED ADMINISTRATIVE DUTIES AS ASSIGNED.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, ORAL/WRITTEN COMMUNICATIONS, DIGITAL TECHNOLOGY, PROFESSIONALISM/WORK ETHIC

DEPARTMENT: ART DEPARTMENT

JOB TITLE: **STUDIO/GALLERY ASSISTANT**

JOB DESCRIPTION:

COMPLETES MAINTENANCE OF THE 3D/CERAMICS/SCULPTURE AND 2D STUDIOS (MONITORING POWER EQUIPMENT AND CLEANING, MOVING & PREPARING EQUIPMENT AND MATERIALS). ASSIST WITH ALL GALLERY EVENTS (SHOW INSTALLATION, LIGHTING, AND SHOW REMOVAL). ART MAJOR IS REQUIRED. RELIABILITY IS A MUST.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, ORAL/WRITTEN COMMUNICATIONS, DIGITAL TECHNOLOGY, PROFESSIONALISM /WORK ETHIC

DEPARTMENT: ATHLETICS DEPARTMENT

JOB TITLE: **MULTIPLE POSITIONS**

JOB DESCRIPTION:

1) **OFFICE ASSISTANT** IS RESPONSIBLE FOR ASSISTING THE ATHLETIC ADMIN TEAM WITH DAY TO DAY OPERATIONS WITHIN THE ATHLETIC DEPARTMENT. LEARNING OPPORTUNITIES WILL ALLOW OFFICE ASSISTANTS TO HAVE A DEEPER INSIGHT OF OPERATIONS AND ORGANIZATIONAL STRUCTURES OF A COLLEGE ATHLETIC DEPARTMENT. OFFICE ASSISTANTS WILL REPORT TO THE ASSISTANT ATHLETIC DIRECTOR/ SENIOR WOMAN ADMINISTRATOR

2) **GAME OPERATION STAFF** POSITION IS RESPONSIBLE FOR ASSISTING THE ATHLETIC ADMIN TEAM WITH SETUP/BREAKDOWN OF SAID ATHLETIC EVENT AND WORKING THAT ATHLETIC EVENT. THIS POSITION WILL ALLOW THE GAME OPERATIONS STAFF MEMBER TO LEARN THE BEHIND THE SCENES OPERATIONS AND ORGANIZATIONAL STRUCTURES OF A COLLEGE ATHLETIC EVENT. GAME OPERATIONS STAFF WILL REPORT TO THE ASSISTANT ATHLETIC DIRECTOR/ SENIOR WOMAN ADMINISTRATOR.

3) **WEIGHT ROOM STUDENT ATTENDANT** IS RESPONSIBLE FOR THE SUPERVISION OF THE WEIGHT ROOM AND ITS USERS. THE STUDENT ATTENDANT WILL OPEN, CLOSE, AND SECURE THE FACILITIES EACH SHIFT. THEY ARE ALSO RESPONSIBLE FOR ENSURING THAT ALL POLICIES AND PROCEDURES ARE BEING FOLLOWED, SUCH AS THE APPROPRIATE USE AND CLEANLINESS OF THE EQUIPMENT. THE STUDENT ATTENDANT MUST BE ABLE TO FOLLOW DIRECTIONS AND PERFORM THE DUTIES ASSIGNED IN A FRIENDLY AND FIRM MANNER AND REPORTS DIRECTLY TO THE WEIGHT ROOM DIRECTOR.

4) **ATHLETIC TRAINING ASSISTANT** POSITION IS RESPONSIBLE FOR ASSISTING THE ATHLETIC TRAINERS WITH SETUP/BREAKDOWN OF SAID ATHLETIC PRACTICES AND GAMES, AND WORKING WITH THE ATHLETIC TRAINERS. THE ATHLETIC TRAINING ASSISTANT POSITION WILL LEARN THE BEHIND THE SCENES OPERATIONS AND ORGANIZATIONAL STRUCTURES ATHLETIC TRAINING ROOM. ATHLETIC TRAINING ASSISTANTS WILL REPORT TO THE ASSISTANT ATHLETIC DIRECTOR/ SENIOR WOMAN ADMINISTRATOR.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE:
TEAMWORK/COLLABORATION, LEADERSHIP, PROFESSIONALISM/WORK ETHIC, CRITICAL THINKING, EQUITY & INCLUSION

DEPARTMENT: BC OUTFITTERS

JOB TITLE: **STORE ASSOCIATE**

JOB DESCRIPTION:

REPLACE INVENTORY AS SOLD. MAINTAIN AN UP TO DATE INVENTORY LIST. SET UP AND CREATE INVENTORY DISPLAYS. SERVE AS A CASHIER. ORGANIZE AND STORE NEW INVENTORY AS NEEDED. PROVIDE LISTS OF POSSIBLE INVENTORY OR NEEDED REFILLS. OTHER DUTIES AS ASSIGNED.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, ORAL/WRITTEN COMMUNICATIONS, TEAMWORK/COLLABORATION, PROFESSIONALISM/WORK ETHIC

DEPARTMENT: BUSINESS & ORGANIZATIONAL LEADERSHIP (BORG)

JOB TITLE: **OFFICE ASSISTANT**

JOB DESCRIPTION:

STUDENT WILL PROVIDE CLERICAL SUPPORT FOR THE BORG PROGRAM, AS NEEDED, INCLUDING (BUT NOT LIMITED TO) CREATING AND PROOFREADING DOCUMENTS, CREATING AND/OR TESTING AUTOMATIONS OR DATA SYSTEMS, COMMUNICATING WITH INTERNAL AND EXTERNAL PROGRAM STAKEHOLDERS, ASSISTING WITH PROGRAMMING AND PLANNING FOR BORG EVENTS.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, ORAL/WRITTEN COMMUNICATIONS, DIGITAL TECHNOLOGY, PROFESSIONALISM /WORK ETHIC

DEPARTMENT: CAMPUS LIFE

JOB TITLE: **MULTIPLE POSITIONS**

JOB DESCRIPTION:

1) **OFFICE ASSISTANT/FRONT DESK** WILL PROVIDE CUSTOMER SERVICE AND DIRECT PATRONS APPROPRIATELY. RESPONSIBLE FOR ASSISTING WITH SUPERVISION AND HELPING MAINTAIN A SAFE, CLEAN, AND PLEASANT ATMOSPHERE IN THE STUDENT CENTER. GENERAL OFFICE DUTIES; FILING, DATA ENTRY, SHREDDING, ETC. OTHER DUTIES AS ASSIGNED.

2) **RESIDENTIAL LIFE STUDENT MANAGER** WILL ASSIST THE COMMUNITY LIVING OFFICE WITH HOUSING RETURNING AND INCOMING FIRST YEAR STUDENTS. COMPLETE DATABASE ENTRY. MAINTAIN KEY LOGS. ASSIST WITH RESIDENT SAFETY/HEALTH CHECKS.

3) **CAMPUS ACTIVITIES BOARD (CAB) ASSISTANT** HELP COORDINATE CAMPUS EVENTS FOR THE YEAR WITH THE CAB BOARD. PLAN, SETUP, IMPLEMENT, AND BREAK DOWN ALL STUDENT ACTIVITIES. MUST BE AVAILABLE TO WORK NIGHTS AND WEEKENDS.

4) **CAB SUPERVISOR** OVERSEE THE CAB BOARD MEMBERS IN THE PLANNING, EXECUTION, BREAKDOWN, AND DEBRIEF OF ALL CAMPUS/STUDENT ACTIVITIES. OTHER DUTIES AS ASSIGNED.

5) **STUDENT SUCCESS TUTOR** TUTORS PROVIDE INDIVIDUAL TUTORING OR GROUP STUDY HALL IN STUDENT-ATHLETE STUDY HALL SETTINGS TO PROVIDE QUALITY, COURSE-SPECIFIC TUTORING TO INDIVIDUALS AND OCCASIONALLY SMALL GROUPS; COACH STUDENTS AS THEY REVIEW COURSE CONTENT MATERIAL; INTEGRATE EFFECTIVE LEARNING AND STUDY STRATEGIES; MODEL WAYS TO PLAN, DEVELOP, AND IMPROVE WRITTEN ASSIGNMENTS; AND MODEL APPROPRIATE ACADEMIC ATTITUDES AND BEHAVIORS TO STAFF, FACULTY, AND STUDENTS

6) **CAREER SERVICES ASSISTANT** WILL ASSIST WITH DEVELOPMENT, REVIEW, AND DISTRIBUTION OF SOCIAL MEDIA AND EVENT PUBLICITY. POST EMPLOYMENT OR INTERNSHIP OPPORTUNITIES INTO THE CAREER SERVICE PLATFORM. AID WITH THE LOGISTICS OF EVENTS. ADMINISTRATIVE DUTIES AS ASSIGNED; FILING, COPIES, ETC. ATTEND CAREER SERVICE EVENTS AS DESIGNATED.

7) **INTRAMURALS ASSISTANT** PLAN, SETUP, AND OFFICIATE FLAG FOOTBALL, SOFTBALL, BASKETBALL, VOLLEYBALL, AND OTHER VARIOUS SPORTS; KEEP SCOREBOARD FOR ALL INTRAMURAL ACTIVITIES.

8) **SECURITY ASSISTANT** WILL ASSIST THE SECURITY OFFICERS WITH THE FOLLOWING TO PROVIDE ESCORT SERVICES, UNLOCKING BUILDINGS, LETTING RESIDENTIAL STUDENTS IN THEIR ROOMS, WRITING PARKING TICKETS, AND OTHER BASIC SERVICES AS NEEDED. EXCELLENT FOR CRIMINAL JUSTICE MAJORS

DEPARTMENT: COMMUNICATIONS (MAJOR) DEPARTMENT

JOB TITLE: **COMMUNICATIONS PROGRAM MULTIPLE POSITIONS**

JOB DESCRIPTION:

SOCIAL MEDIA MANAGEMENT: YOU WILL HELP CURATE AND SCHEDULE CONTENT ACROSS VARIOUS SOCIAL MEDIA CHANNELS, SUCH AS FACEBOOK, TWITTER, INSTAGRAM, AND LINKEDIN. MONITORING COMMENTS AND ENGAGING WITH OUR FOLLOWERS WILL BE ESSENTIAL TO MAINTAIN A POSITIVE ONLINE PRESENCE AND FOSTER MEANINGFUL INTERACTIONS WITH OUR COMMUNITY. KNOWLEDGE OF AND COMPLIANCE WITH SCHOOL SOCIAL MEDIA GUIDELINES IS CRUCIAL. MAILING LIST COORDINATION: YOU WILL WORK CLOSELY WITH OUR MAILING LIST SYSTEMS TO ENSURE ACCURATE AND UP-TO-DATE SUBSCRIBER LISTS. YOU'LL ASSIST IN CREATING AND DISTRIBUTING NEWSLETTERS, ANNOUNCEMENTS, AND PROMOTIONAL EMAILS TO KEEP OUR AUDIENCE INFORMED ABOUT OUR LATEST PROJECTS AND EVENTS. EMAIL COORDINATION: YOU'LL HELP COORDINATE EMAIL CAMPAIGNS AND MAINTAIN AN ORGANIZED SCHEDULE FOR SENDING OUT COMMUNICATIONS. YOUR ATTENTION TO DETAIL WILL BE VITAL IN ENSURING THAT EMAILS ARE DELIVERED EFFECTIVELY AND ADHERE TO SCHOOL GUIDELINES. CONTENT SUPPORT: YOU WILL CONTRIBUTE TO THE CREATION OF MULTIMEDIA CONTENT, INCLUDING BLOG POSTS, PODCASTS, AND VIDEOS. YOUR INPUT AND ASSISTANCE IN CONTENT DEVELOPMENT WILL HELP US PRODUCE ENGAGING DIGITAL AND PHYSICAL CONTENT.

ASSISTANT PROGRAM COORDINATOR: THE ASSISTANT PROGRAM COORDINATOR WILL PLAY A CRUCIAL ROLE IN OUR ACADEMIC DEPARTMENT, FOCUSING ON ADMINISTRATIVE DUTIES, MANAGING COMMUNICATION MAJOR EQUIPMENT AND SPACES, AND FACILITATING THE COORDINATION OF EVENTS AND MEETINGS. THIS INDIVIDUAL WILL ENSURE ALL DEPARTMENTAL RESOURCES ARE WELL-MAINTAINED AND READILY ACCESSIBLE. THE ROLE REQUIRES STRONG ORGANIZATIONAL SKILLS.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: ORAL/WRITTEN COMMUNICATIONS, DIGITAL TECHNOLOGY, PROFESSIONALISM /WORK ETHIC, CAREER MANAGEMENT

DEPARTMENT: COMMUNICATIONS / PUBLIC RELATIONS OFFICE

JOB TITLE: **MULTIPLE POSITIONS**

JOB DESCRIPTION:

1) **PHOTOGRAPHER** WILL SIGN UP FOR 5+ EVENTS EACH MONTH (ON AVERAGE) WITH SUPERVISOR, STAYING WITHIN WORK-STUDY HOURLY ALLOTMENT MAINTAIN AND MANAGE PHOTOGRAPHY EQUIPMENT EDIT AND SUBMIT PHOTOS TO APPROPRIATE PERSONS/ARCHIVES WITHIN 3 DAYS AFTER EACH EVENT.

2) **SENIOR PHOTOGRAPHER** - AT LEAST ONE SEMESTER EXPERIENCE IN PHOTOGRAPHER POSITION. SAME DUTIES AND BENEFITS AS PHOTOGRAPHER, BUT WITH EXPECTATION TO SIGN UP FOR 10+ EVENTS EACH MONTH (ON AVERAGE), STAYING WITHIN WORK-STUDY HOURLY ALLOTMENT.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE:
TEAMWORK/COLLABORATION, DIGITAL TECHNOLOGY, LEADERSHIP,
PROFESSIONALISM/WORK ETHIC

DEPARTMENT: COFFEE SHOP / BILL'S BOILER

JOB TITLE: **BARISTA**

JOB DESCRIPTION: GREET GUESTS IN A FRIENDLY MANNER AS THEY ENTERED THE SHOP. TAKE CUSTOMER ORDERS AND ENTERED THEM INTO THE POINT-OF-SALE SYSTEM. CREATE COFFEE AND OTHER BEVERAGES AND PREPARE FOOD PRODUCTS. KEEP THE COFFEE SHOP CLEAN AND TIDY AT ALL TIMES.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, ORAL/WRITTEN COMMUNICATIONS, DIGITAL TECHNOLOGY, PROFESSIONALISM /WORK ETHIC

DEPARTMENT: **CRIMINAL JUSTICE DEPARTMENT**

JOB TITLE: **STUDENT ASSISTANT**

JOB DESCRIPTION:

ASSIST THE CRIMINAL JUSTICE DEPARTMENT WITH MAINTAINING AND ORGANIZING THE THIRD FLOOR OF MCLARTY-GOODSON HALL. MANAGING AND OVERSEEING CRIMINAL JUSTICE BULLETIN BOARDS AND OTHER DISPLAYS ANNOUNCING MAJOR RELATED INFORMATION. MENTORING LOWER CLASS CRIMINAL JUSTICE STUDENTS. ASSIST THE CRIMINAL JUSTICE PROFESSORS AND OTHER ADMINISTRATIVE PERSONNEL WITH ADMINISTRATIVE DUTIES.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE:

TEAMWORK/COLLABORATION, LEADERSHIP, PROFESSIONALISM/WORK ETHIC, EQUITY & INCLUSION

DEPARTMENT: **DINING SERVICES / CAFETERIA**

JOB TITLE: **ASSISTANT**

JOB DESCRIPTION: PROVIDES SUPPORT TO THE RETAIL OPERATION, INCLUDING SETUP, MAINTAINING SUPPLIES AND PRODUCTS, SERVING FOOD/DRINK AND ASSISTING IN CLEANUP AND CLOSEDOWN FOR VARIOUS DINING SERVICES AREAS. OTHER DUTIES AS ASSIGNED.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE:

TEAMWORK/COLLABORATION, DIGITAL TECHNOLOGY, LEADERSHIP, PROFESSIONALISM /WORK ETHIC

DEPARTMENT: **EDUCATION DEPARTMENT**

JOB TITLE: **EDUCATION/TEACHER EDUCATION ASSISTANT**

JOB DESCRIPTION:

COPY (REVISE) MATERIALS FOR TEACHER EDUCATION (INTERNAL AND EXTERNAL AUDIENCE). HELP PROMOTE TEACHER EDUCATION THROUGH KEEPING BULLETIN BOARD(S) RELEVANT. HELP MAKE COPIES. HELP WITH TEACHER EDUCATION FUNCTIONS (CREATE PUBLICITY)

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL

THINKING/PROBLEM SOLVING, ORAL/WRITTEN COMMUNICATIONS, DIGITAL TECHNOLOGY, PROFESSIONALISM /WORK ETHIC

DEPARTMENT: EXPERIENTIAL LEARNING COMMONS (ELC)/ ACADEMIC AFFAIRS

JOB TITLE: **SUPPLEMENTAL INSTRUCTOR**

JOB DESCRIPTION:

STUDENT SUPPLEMENTAL INSTRUCTORS ARE IMPLEMENTED IN HIGH-RISK COURSES AND WORK IN CONSULTATION WITH ACADEMIC STAFF TO UTILIZE COLLABORATIVE ACTIVITIES TO ENSURE PEER-TO-PEER INTERACTION IN SMALL GROUPS AND TO HELP FACILITATE REGULARLY SCHEDULED, OUT-OF-CLASS GROUP STUDY SESSIONS DRIVEN BY STUDENTS' NEEDS.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, ORAL/WRITTEN COMMUNICATIONS, TEAMWORK/COLLABORATION, PROFESSIONALISM/WORK ETHIC

DEPARTMENT: EVENT TECH SET-UPS

JOB TITLE: **MULTIPLE POSITIONS**

JOB DESCRIPTION:

1) **TECH ASSISTANT** - STUDENTS WILL AID IN THE MAINTENANCE AND SET UP OF EVENT EQUIPMENT AND SPACES, INCLUDING AUDIO, VISUAL, AND LIGHTING TECHNOLOGIES.

2) **SENIOR TECH ASSISTANT** - STUDENTS WILL LEAD A TEAM OF TECH ASSISTANTS, CONTINUE TO DEVELOP SKILLS IN EVENT SETUPS AND PERFORMANCE SPACE MAINTENANCE, AND ASSIST THE TECHNICAL DIRECTOR IN HER DUTIES AS ASSIGNED.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, TEAMWORK/COLLABORATION, DIGITAL TECHNOLOGY, PROFESSIONALISM/WORK ETHIC

DEPARTMENT: FACILITIES/GROUNDS CREW

JOB TITLE: **GROUNDS STUDENT ASSISTANT**

JOB DESCRIPTION:

ASSIST WITH THE GROUNDS DEPARTMENT, BY PICKING UP TRASH, WEED EATING, MOWING, AND PLANTING.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, TEAMWORK/COLLABORATION

DEPARTMENT: FACILITIES/HOUSEKEEPING

JOB TITLE: HOUSEKEEPING ASSISTANT

JOB DESCRIPTION:

ASSIST IN KEEPING ASSIGNED SPACE CLEAN - VACUMMING, WASHING WINDOWS, SANITIZING. OTHER DUTIES AS ASSIGNED.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, TEAMWORK/COLLABORATION

DEPARTMENT: FACILITIES/SET-UPS

JOB TITLE: SET-UP ASSISTANT

JOB DESCRIPTION:

ASSIST WITH EVENT SETUPS BY FOLLOWING A DIAGRAM/DIRECTIONS (INCLUDES EVENTS LIKE HOMECOMING, BOARD MEETINGS, ADMISSIONS EVENTS, RECEPTIONS, HONORS/AWARDS CEREMONIES, HOSPITALITY, ETC.) ASSIST DIFFERENT DEPARTMENTS WITH MOVING LARGER ITEMS SUCH AS BEDS, FURNITURE, TABLES, CHAIRS, BOXES, ETC. DRIVES BOX TRUCK TO DISTRIBUTE TABLES/CHAIRS TO OTHER AREAS ON CAMPUS FOR EVENTS. BREAKING DOWN/CLEANING UP EVENT SETUPS AFTER THE EVENT IS OVER, TAKING TABLES/CHAIRS BACK TO THE BOX TRUCK WHERE THEY ARE STORED. ASSISTS THE FACILITIES DEPT. WITH OTHER TASKS AS NEEDED (I.E. DURING SPRING BREAK THE SETUP TEAM PAINTED THE GREEN HALL LAUNDRY ROOM)

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, TEAMWORK/COLLABORATION

DEPARTMENT: FINANCE OFFICE

JOB TITLE: FINANCE OFFICE STUDENT ASSISTANT

JOB DESCRIPTION:

GENERAL OFFICE DUTIES. WORK WITH CONFIDENTIAL BUSINESS FILES, DATA ENTRY, BUSINESS OFFICE RELATED WORK. OTHER DUTIES AS ASSIGNED.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: TEAMWORK/COLLABORATION, DIGITAL TECHNOLOGY, PROFESSIONALISM/WORK ETHIC, CAREER MANAGEMENT

DEPARTMENT: INFORMATION TECHNOLOGY

JOB TITLE: **HELP DESK TECHNICIAN**

JOB DESCRIPTION:

TO SUPPORT BREVARD COLLEGE STUDENTS, FACULTY, AND STAFF WITH THEIR TECHNICAL NEEDS THROUGHOUT THE CAMPUS. THIS INCLUDES: HELPDESK, CLASSROOM SUPPORT, FACULTY/STAFF SUPPORT, IMAGING COMPUTERS AND DEPLOYMENT, INVENTORY AND OTHER DUTIES AS ASSIGNED. WILL WORK CLOSELY WITH TECHNOLOGY SUPPORT PERSONNEL DURING NORMAL BUSINESS HOURS.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, TEAMWORK/COLLABORATION, LEADERSHIP, PROFESSIONALISM/WORK ETHIC

DEPARTMENT: LIBRARY

JOB TITLE: **LIBRARY STUDENT ASSISTANT**

JOB DESCRIPTION:

LIBRARY ASSISTANT TASKS INCLUDE FOLLOWING LIBRARY PROTOCOL IN THE HANDLING OF ALL LIBRARY MATERIALS CIRCULATION; KEEPING ACCURATE RECORDS OF LIBRARY USAGE BY STUDENTS, FACULTY AND TRANSYLVANIA COUNTY RESIDENTS; MAINTAINING A FRIENDLY AND CLEAN LEARNING ENVIRONMENT FOR ALL LIBRARY USERS; BASIC TROUBLESHOOTING OF LIBRARY TECHNOLOGY; DIRECTING QUESTIONS FROM LIBRARY USERS TO THE APPROPRIATE STAFF MEMBER; WORKING ON SPECIAL PROJECTS, EITHER ASSIGNED OR SELF-DIRECTED, UNDER THE SUPERVISION OF A LIBRARY STAFF MEMBER (E.G. CAMPUS OUTREACH, SPECIAL DISPLAYS, COLLECTIONS MANAGEMENT, ETC.). THE LIBRARY'S PRIMARY PURPOSE IS TO BE OF SERVICE TO BREVARD COLLEGE STUDENTS, STAFF AND FACULTY. SUCCESSFUL STUDENT EMPLOYEES ARE EXPECTED TO BE COURTEOUS, HELPFUL, AND SERVICE-ORIENTED IN ADDITION TO PERFORMING TASKS ACCURATELY AND EFFICIENTLY. OTHER DUTIES AS ASSIGNED.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, ORAL/WRITTEN COMMUNICATIONS, DIGITAL TECHNOLOGY, PROFESSIONALISM/WORK ETHIC

DEPARTMENT: LOCAL NON-PROFITS - A LIMITED NUMBER OF PAID WORK-STUDY OPPORTUNITIES ARE AVAILABLE AT LOCAL NON-PROFIT ORGANIZATIONS.

JOB TITLE: **VOLUNTEER (PAID)**

JOB DESCRIPTION: VARIES DEPENDING ON NON-PROFIT ORGANIZATION - EMAIL SUPERVISOR BELOW TO DISCUSS LOCAL OPTIONS.

EXAMPLES OF NON-PROFITS BUT IT CAN BE ANY NON-PROFIT ORGANIZATION: RISE AND SHINE, PENNSYLVANIA ARTS COUNCIL, EL CENTRO, SHARING HOUSE, AND FREE REIN HORSE THERAPY.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: TEAMWORK/COLLABORATION, LEADERSHIP, PROFESSIONALISM/WORK ETHIC, CAREER MANAGEMENT, EQUITY & INCLUSION

DEPARTMENT: MAILROOM (CAMPUS LIFE)

JOB TITLE: **POST OFFICE ASSISTANT**

JOB DESCRIPTION:

ASSISTING STUDENTS, FACULTY AND STAFF WITH MAIL AND PACKAGES. PROCESSING ALL INCOMING MAIL/PACKAGES AND KEEPING SAME ORGANIZED.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, ORAL/WRITTEN COMMUNICATIONS, TEAMWORK/COLLABORATION, PROFESSIONALISM/WORK ETHIC

DEPARTMENT: MG / HUMANITIES BUILDING

JOB TITLE: **OFFICE ASSISTANT**

JOB DESCRIPTION:

ORGANIZING PHYSICAL AND ELECTRONIC FILES, PHOTOCOPYING, MAINTAINING BULLETIN BOARDS, PICKING UP AND DELIVERING MAIL, PICKING UP SUPPLIES, SHREDS PAPER, TAKES OUT RECYCLING. THIS POSITION RELIES ON A CAREFUL ATTENTION TO DETAIL IN PAPERWORK.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, ORAL/WRITTEN COMMUNICATIONS, TEAMWORK/COLLABORATION, PROFESSIONALISM/WORK ETHIC

DEPARTMENT: MS / SCIENCE & MATH

JOB TITLE: **OFFICE ASSISTANT**

JOB DESCRIPTION:

STUDENT WILL PERFORM VARIOUS OFFICE DUTIES AND OTHER PROJECTS FOR THE DIVISION ADMINISTRATIVE ASSISTANT AND DIVISION FACULTY. POSSIBLE DUTIES ARE: DATA ENTRY, FILING, RETRIEVING AND ORGANIZING SUPPLIES, COPYING, SCANNING, ASSIST WITH LAB ORDERS, INVENTORY, MONTHLY FIRE EXTINGUISHER AND EMERGENCY SHOWER/EYEWASH INSPECTIONS, RECYCLING, PICK UP AND DROP OFF MAIL, BULLETIN BOARDS, POSTING/REMOVING FLYERS, SOCIAL MEDIA POSTS FOR THE DIVISION, CLEANING LAB GLASSWARE, WATERING PLANTS, FEEDING FISH, CLEANING FISH TANK, EVENT PLANNING, CLEANING/STRAIGHTENING LABS/CLASSROOMS, PROJECTS REQUESTED BY FACULTY, DRIVING FOR FIELD TRIPS (IF VAN-CERTIFIED), AND OTHER DUTIES AS ASSIGNED.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, TEAMWORK/COLLABORATION, LEADERSHIP, PROFESSIONALISM/WORK ETHIC

DEPARTMENT: MUSIC DEPARTMENT

JOB TITLE: **MULTIPLE POSITIONS**

JOB DESCRIPTION:

- 1) **HEAD USHER/MUSIC OFFICE ASST** - OVERSEES USHERING FOR ALL MUSIC EVENTS, TRACKS PERSONNEL AT EVENTS AND NOTIFIES FACULTY OF ALL DELINQUENCIES; ASSIST WITH MAIL PICKUP AND DELIVERY, PHOTOCOPYING, COLLOQUIUM RECORDS, BULLETIN BOARDS, EVENT SETUPS, ERRANDS, FILING, SUPPLIES, ASSIST WITH AUDITION DAYS, AND OTHER DUTIES AS NEEDED. MUSIC OR BUSINESS MAJOR PREFERRED BUT NOT REQUIRED. MUST BE MATURE, RELIABLE, RESPONSIBLE, RESOURCEFUL, HELPFUL AND ACCURATE.
- 2) **MUSIC OFFICE ASSISTANT** - MANAGE MAIL PICKUP AND DELIVERY, PHOTOCOPYING, MAINTAIN COLLOQUIUM RECORDS, BULLETIN BOARDS, EVENT SETUPS, ERRANDS, FILING, SUPPLIES, ASSIST WITH AUDITION DAYS, AND OTHER DUTIES AS NEEDED.
- 3) **CHORAL ASSISTANT** - ASSIST IN CHORAL FESTIVAL ORGANIZATION, RUNNING ERRANDS, REHEARSAL SETUP, FILING, EMAILS/PHONE CALLS TO PROSPECTIVE STUDENTS. MUSIC MAJOR IS REQUIRED. IDEALLY, THIS PERSON IS A MEMBER OF BOTH CHORAL ENSEMBLES. MATURITY AND RESPONSIBILITY NEEDED.
- 4) **BAND LIBRARIAN** - MAINTAINS FOLDERS, SETS UP FOR REHEARSALS, MAINTAINS BAND LIBRARY.

DEPARTMENT: REGISTRAR'S OFFICE

JOB TITLE: **OFFICE ASSISTANT**

JOB DESCRIPTION:

GENERAL OFFICE DUTIES, ASSIST WITH SCANNING DOCUMENTS, ASSIGN NAME TO FILES AND UPLOAD TO DOCUMENTMALL. OTHER DUTIES AS ASSIGNED.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: DIGITAL TECHNOLOGY, LEADERSHIP, PROFESSIONALISM/WORK ETHIC, CAREER MANAGEMENT

DEPARTMENT: THEATRE DEPARTMENT

JOB TITLE: **THEATRE ASSISTANT**

JOB DESCRIPTION:

DUTIES COULD INCLUDE, BUT ARE NOT LIMITED TO (STUDENTS WILL BE ASSIGNED TO AREAS BASED ON SKILLS AND PREFERENCES, WORK-STUDY STUDENTS MAY WORK IN MORE THAN ONE AREA): -HELP BUILD OUR 4 SHOW SEASON AND MAINTAIN THE SCENE SHOP ORGANIZATIONAL STRUCTURE. PRIOR EXPERIENCE NOT REQUIRED, BUT THE WORK-STUDY MUST BE INTERESTED IN WORKING WITH POWER TOOLS (ALL SAFETY TRAINING PROVIDED). THOSE NOT COMFORTABLE WITH POWER TOOLS WILL BE ASSIGNED TO OTHER AREAS. -HELP HANG, CIRCUIT, PROGRAM, FOCUS AND CUE OUR 4 SHOW SEASON AND HELP MAINTAIN THE LIGHTING BOOTH ORGANIZATIONAL STRUCTURE. PRIOR EXPERIENCE NOT REQUIRED, BUT MUST BE COMFORTABLE WITH HEIGHTS. THOSE NOT COMFORTABLE WITH HEIGHTS WILL BE ASSIGNED TO OTHER AREAS. -WORK IN COLLABORATION WITH OUR THEATRE FACULTY AND OUR COMMUNICATIONS DEPARTMENT ON PRESS RELEASES, TICKET SALES, SHOW POSTER CREATION, PROGRAM, AND MANY OTHER PUBLICITY RELATED TASKS. ALSO, COMPLETE ADMINISTRATIVE TASKS, AS ASSIGNED. -HELP BUILD, ORGANIZE, ALTER AND PULL COSTUMES FOR OUR 4 SHOW SEASON AND HELP MAINTAIN THE COSTUME SHOP ORGANIZATIONAL STRUCTURE. PRIOR EXPERIENCE IN SEWING A PLUS BUT NOT REQUIRED -- WE CAN TRAIN THOSE WITH THE RIGHT ATTITUDE. -HELP PAINT AND BUILD/ PULL PROPS FOR OUR 4 SHOW SEASON AND HELP MAINTAIN THE PAINTS AND PROP SHOP ORGANIZATIONAL STRUCTURE. PRIOR EXPERIENCE NOT REQUIRED, BUT THE WORK-STUDY MUST BE INTERESTED IN PAINTING SCENERY AND BUILDING/ ORGANIZING PROPS. -HELP DESIGN AND RUN SOUND FOR OUR 4 SHOW SEASON AND HELP MAINTAIN THE SOUND SHOP ORGANIZATIONAL STRUCTURE. PRIOR EXPERIENCE IN SOUND A PLUS, BUT NOT REQUIRED -- WE CAN TRAIN THOSE WITH THE RIGHT ATTITUDE WHO WANT TO LEARN. -OTHER DEPARTMENTAL THEATRE TASKS AS ASSIGNED.

DEPARTMENT: WILDERNESS LEADERSHIP & EXPERIENTIAL EDUCATION

JOB TITLE: **MULTIPLE POSITIONS**

JOB DUTIES:

- 1) **BIKE SHOP ASSISTANT:** MANAGE UPKEEP, MAINTENANCE AND REPAIRS OF BIKE FLEET AND BIKE SHOP. HELP ORGANIZE BIKE SAFETY CHECKS AND MINOR REPAIRS. HELP SUPPORT BIKE MAINTENANCE TRAINING WORKSHOPS FOR BC OUTDOORS. SUPPORT GENERAL WLEE LOGISTICS PROGRAM OPERATIONS.
- 2) **CLIMBING WALL SUPERVISOR:** SUPPORT GENERAL WLEE LOGISTICS PROGRAM.
- 3) **OUTDOOR LOGISTICS ASSISTANT:** RECEIVE AND EXECUTE TASKS FROM THE WLEE LOGISTICS MANAGER AND SUPERVISORY WORK STUDY STUDENTS IN ORDER TO SUPPORT THE LOGISTICS AND OVERALL OPERATION OF THE WLEE PROGRAM...TO INCLUDE (BUT ARE NOT LIMITED TO) THE FOLLOWING: CLEANING, REPAIRING, ORGANIZING, AND CHECKING IN/OUT OF WLEE GEAR; ASSIST IN THE MAINTENANCE OF WLEE RECORDS; UPKEEP OF WLEE FACILITIES - CLASSROOMS, VANS, GEAR-STORAGE, ETC.
- 4) **WLEE SOCIAL MEDIA COORDINATOR:** SUPPORT WLEE FACULTY IN DEVELOPMENT AND MANAGEMENT OF SOCIAL MEDIA PLAN. RESPONSIBLE FOR CORE POSTINGS ON FACEBOOK/INSTAGRAM ACCORDING TO SOCIAL MEDIA PLAN. DEVELOP IDEAS FOR AND GENERATE CONTENT FOR ARTICLES IN THE CLARION.

OTHER DUTIES AS ASSIGNED.

NACE CAREER COMPETENCIES STUDENTS WILL GAIN IN THIS ROLE: CRITICAL THINKING/PROBLEM SOLVING, ORAL/WRITTEN COMMUNICATIONS, TEAMWORK/COLLABORATION, PROFESSIONALISM/WORK ETHIC