

## *2014-2015 Work Study/Student Employment Openings*

### **Student Affairs**

#### **Office Assistant – Admissions**

Assist Admissions staff with mailings to students, create files for student records, assist with campus tours, computer entry of student data, answer telephone, general filing, copying, other miscellaneous office duties. Must have good communication skills, maintain confidentiality, and be keyboarding proficient.

#### **Royal Ambassador**

Assist coordinator with a variety of campus events, including hospitality functions for campus visits and tours by prospective students and their families, registration and orientation days. Students also will assist with off campus functions as requested. May include evening or weekend work and will require a background check.

#### **Office Assistant – Recruitment**

Assist Admissions staff with mailings to students, create files for student records, assist with campus tours, computer entry of student data, answer telephone, general filing, copying, other miscellaneous office duties. Must have good communication skills, maintain confidentiality, and be keyboarding proficient.

#### **Office Assistant-Financial Aid**

Establish financial aid file folders for students. General office duties such as filing, typing, mail output, data processing of financial information into a computer and photocopying reports, forms and correspondence. Also requires the ability to operate fax machine. Will communicate with the public professionally, assisting students with financial inquiries. Employee will assist other students, faculty, and staff as needed within Student Services.

#### **Office Assistant-Counseling**

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.

#### **Office Assistant- Residence Halls**

Student will work evening hours Sunday through Thursday doing general office duties. Duties to include monitor of visitors entering resident halls through a check-in process, answering phone, making change and selling frozen food products to students. Responsibilities will also include posting beginning and ending balance for of cash register.

#### **Bicycle Mechanic**

Will be responsible for repair and maintenance of all college bicycles, reporting hours worked and maintenance required to supervisor.

#### **Office Assistant-Registrar**

#### **Office Assistant – TRiO**

Provide one-on-one or small group instruction to students requesting assistance in a specific area/course.

#### **Office Assistant – Power Skills**

Provide one-on-one or small group instruction to students requesting assistance in a specific area/course.

#### **Athletic Assistant**

Work Study/Student Employment position in the Athletic Department. Weight Room Supervisor-Open and maintain weight room, supervise area, advise students on techniques, assist w/different lifting, maintain files. Employment includes supervising for open gymnasium on evenings and weekends. Ticket & Game Support-Assist Director in maintaining records or attendance, responsible for one door's cash box, operate video equipment and/or computer

equip. Office Assistant-Assist w/recruitment, preparation of contests, answer phone, create database of potential students, input information into database.

## **Academic Affairs**

### **Office Assistant-Instructional Office**

Student should feel comfortable performing a range of duties once fully trained without constant supervision. Good organizational skills required. Student will learn time management skills, assist instructors in their work areas, with main work station in the Instructional Office, assist with classroom activities, computer knowledge required. Confidentiality is very important and the applicant must be able to perform basic secretarial duties such as word processing, scheduling software, knowledge of excel helpful, greet customers & other students cheerfully & helpfully, answer and direct phone calls. Must be able to fill out forms and route to proper departments, file accurately, proofread all work, sort mail, take dept inventory, simple and complex photocopying.

### **Office Assistant-Dakota Nursing Program**

Assists staff with mailings to students on prospect list, create files for student records, assist with mailings or requested information, computer entry of student data, answer telephone, general filing, photocopy, other miscellaneous office duties. Must have good communication skills, maintain confidentiality, and be keyboard proficient.

### **Office Assistant – LAUNCH**

Student will assist in general office duties, including; preparing files, filing, preparing mail, developing Launch. Facebook page, copying materials, and other duties as assigned. Job location would be LAUNCH office on UND's campus.

### **Office Assistant – Placement Office**

Assist Coordinator with internal and external job listings on the Placement Board, process incoming data for Placement Reports, create documents, file, perform general office duties, and be able to work independently when the Coordinator is out of the office. Must possess strong computer skills and be a creative thinker.

### **Computer Services Technician**

Duties of this position will include troubleshooting and maintaining computers, installation of software, good customer service skills, answering phones, written correspondence, assisting with network wiring, installation of computer components, technical support to students and staff, and configuring software, such as wireless. A requirement to this position is an interest in computers and computer usage. Confidentiality and adherence to all security policies and procedures is essential.

### **Office Assistant-Continuing Education**

Duties will include filing, word processing, photocopying, prepare mailings, prepare and distribute flyers for non-credit courses and data entry. Should be able to perform basic secretarial duties such as word processing, answer and direct phone calls; greet customers and other students in a helpful manner. Experience in Word, Excel and Access helpful but not necessary.

### **Library Assistant**

Assist library patrons to borrow books, periodicals, use electronic books and databases. Assist patrons in obtaining a library card. Sort and shelve books. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title.

### **Classroom Technician-IVN**

Workers are part-time (up to 15 hours/week) with the Interactive Video Network. No previous IVN experience necessary, but computer skills are a plus. Training will be provided. IVN uses video conferencing equip to deliver classes & meetings to off-site locations in ND. Duties: Provide technical support during college hours (7:45 a.m.-

10:00 pm) for academic classes and other meetings at the Devils Lake campus, troubleshoot, resolve problems that can be corrected at the technician level, contact Network Technician if problems are beyond the realm of training, report malfunctions to technical coordinator. Work schedule can be flexible. Call 701-662-1639 for an application. Closes when position(s) is filled. Lake Region State College is an EEO/AAE ND Veteran's Preference institution.

## **Administrative Affairs**

### **Office Assistant-President's Office**

Answer main campus switchboard, operate Pitney Bowes postage machine, copier, fax machine, and computer. Assist with miscellaneous filing, standard mailing projects, sort and forward mail, maintain campus bulletin boards, high level customer service and other miscellaneous duties.

### **Office Assistant-Business Office**

Answer telephone, use fax machine, computer & typewriter. Misc. filing, stamp invoices, type forms and correspondence, photocopy, confidentiality very important. Must be familiar with office procedures and have good telephone etiquette.

### **Office Assistant & Barista - Bookstore**

Assist customers with purchases, use UPS shipping system to process outgoing orders, answer telephone, run cash register, word processing, filing, receive incoming merchandise, price and display merchandise, check and adjust clothing racks, dust shelves and merchandise. Assist in the Royal Java Coffee Bar within the Bookstore to prepare and sell beverages. Complete end of day cleaning of the Royal Java Coffee Bar including sweeping, sanitizing, and restocking of coffee bar supplies.

May also open and close store periodically.

### **Kitchen Workers**

(Duties will vary depending on Hours of work.)

Assist with serving line and Snack Bar Set up. Wipe down kitchen equipment and work counters. Unpack dry goods and put on shelves. Fill milk machines and put Ice in soda dispensers. Assist with preparation of fresh fruits and vegetables-wash, peel and cut-up. Help portion out desserts and put on serving lines.

Wipe tables in Dining Area and Student Union. Help in dishwashing room and/or pots and pans.

### **Maintenance Worker**

Custodian to help sweep, mop, buff floors, clean glass windows, and doors, and other miscellaneous duties as assigned. Will also work with outside grounds to including mowing, weed trimming etc. Various work times available. Auto mechanic Shop Work includes: Empty garbage, sweep and scrub floors, pick up dirty rags, tools and drain pans and return to tool room, turn off all lights and secure auto mechanic department.

### **Office Assistant-GFAFB**

### **Office Assistant – Instructional Design Center**

Assists the Instructional Design team with various duties including: copying and editing video, designing the layout of online courses, providing customer service – on the phone and in person, data entry, analyzing data, filing, word processing, and other general office duties. Student must feel comfortable using a computer, working in an online environment, and working with video capturing software.

## **Institutional Advancement/Foundation**

### **Office Assistant-Foundation Office**

Operate computer and typewriter, miscellaneous filing, assist with standard mail projects, customer service and other miscellaneous duties. Assist with event planning.

### **Plant Doctor**

Student Employment Position Responsible for caring for the plants in two public areas of campus the atrium and library entrance. Water plants weekly or more often if needed, remove dead foliage & fertilize periodically. College will provide all supplies.

### **Office Assistant- Public Information Marketing & Communications Office**

Write first draft of news releases and PSA's. Print, copy and mail the releases and PSA's. Layout ads for brochures, newspapers, taking pictures, develop photos, catalog negatives, file, word processing, photocopy and other miscellaneous duties.

### **Off Campus**

#### **Tutor**

One-on-one reading to selected students, but may assist with reading groups. Worksite is Minnie H Elementary School in cooperation with the "America Reads" program, so student must have means of transportation. Some training may be required and will be provided by the worksite.

#### **Child Care Assistant**

Supervise children at play inside and outside. Also help at meals with setting and clearing tables and dishing up food. Duties also include helping pick up toys and assist at circle and project times. Other duties may also include helping children dress and changing diapers. Student must be a self-starter and be responsible to do tasks needing to be done without waiting to be asked.