

WORK-STUDY JOB DESCRIPTIONS

Approx 260 Positions

DC= DeSoto Center OX = Oxford

ACCOUNTING (1) – Assisting students in the accounting lab, data entry on computer, filing, shredding, answering phones, making copies for faculty, performing miscellaneous duties as directed. Familiarity with accounting principles; ability to operate a computer and other office equipment, attention to detail, and communication skills (verbal and written).

ADMISSIONS AND RECORDS (9) - Mail sorting/processing, filing student information, filing transcript request, helping pull semester folders and setting up the semester file. Helping with registration and pre-registration, shredding documents, and scanning

ADULT EDUCATION DC (2)

ADULT EDUCATION (4) Students must have outstanding interpersonal and communication skills with greeting students and answering the phone. Filing, running errands, making copies, assisting with orientation, greeting visitors in the Adult Education Department will be required. Retrieving and dispersing college mail. Students should be comfortable with tutoring in basic education skills.

ASSOC. VICE PRESIDENT OF EDUCATION OFFICE (2) – Duties will include assisting with various dual enrollment responsibilities, including filing, sorting, proofing, data entry, and document transfer. Student workers will be needed to assist with registration and orientation set-up, as well as various related tasks. Applicants should have good computer and telephone skills, and a strong work ethic. Dependability is vital, as well as a motivation to learn.

ATHLETIC ACADEMIC (1) – Help monitor class attendance, assist students with transcript request for senior colleges, answer telephone and take accurate messages for the head of Athletic Academics, relieve Help Desk staff while making class checks or meeting with coaches, and other duties as assigned by the Help Desk staff.

ATHLETIC OFFICE (1) – Help with errands on campus, organization, and filing of material.

AUTOMOTIVE TECH INSTRUCTOR (2) - Answer the phone, grading papers, filing papers, and help clean up.

BAND (4) – student must be able to move band equipment, chairs and stands and be able to help with the setup of all ensembles. They need to be able to work in the band library filing music, putting music in score order and entering and logging the music in our computer system. The student must be able to assist with uniforms helping to fit students and keep an inventory of uniforms in logs provided both paper and computer filing. Student must be able to help with marking the practice field reading a drill chart to set sets for upcoming rehearsal. It would be necessary for that student to understand the workings of a band department and the urgency of accomplishing the task given in a very short amount of time and be flexible to move from one task to the next. Band students are preferred for this position.

BIOLOGY LAB – DC (3) - Assist biology instructors in laboratories, set up, operate, and maintain laboratory instruments and equipment. Ensure the laboratory is clean, well-stocked and resourced.

BIOLOGY DEPARTMENT (2) – various secretarial duties, running errands on campus, setting up and cleaning labs and classrooms.

MICROBIOLOGY LAB (2) – Assist in setting up and taking down lab, wash glassware, clean and maintain lab, unpack supplies, make copies, grade test, pick-up mail, run errands, dependable,

trustworthy, good judgment skills.

BOOKSTORE (4) - To stock the shelves, clean and straighten merchandises, help customers find items and other duties that arise in the day to day operation of the bookstore.

BUSINESS DIVISION (2) - maintain a professional demeanor, perform basic functions in Word and Excel, ability to complete tasks with minimum supervision, organizational skills, general office skills, running errands and other duties as assigned.

BUSINESS OFFICE – DC (2) Filing, making copies, shredding papers, faxing, answering the telephone and taking messages and other duties as assigned. This area of the college is open and accessible to the community.

CHILD CARE (2) - Students in this area are closely supervised in the caring of young children and perform such duties as tending to the children on the playground. This area of the college is open and accessible to the community.

CHEMISTRY (5) - Assist instructors in laboratories, set up, operate, and maintain laboratory instruments and equipment. Ensure the laboratory is clean, well-stocked and resourced.

COMMUNICATIONS (2) - clip articles and ads about Northwest from area newspapers, fulfillment of marketing projects (putting together gift bags), scanning articles into computer, e-mailing articles to Northwest faculty and staff featured in article.

CONTINUING EDUCATION (1) - Answering the phone, running errands, light typing and filing, and other duties as requested.

COSMETOLOGY (2) - Perform general office duties. Good phone skills, and familiar with the computer. This area of the college is open and accessible to the community.

CAREER TECHNICAL DIVISION (1) – needs a student with outstanding organization, interpersonal, and computer skills – (especially Word and Excel). Filing, running errands, helping set-up events, assisting with tours, greeting visitors to Career Tech, answering the phone, and working under the supervision of the Assistant CTWE Dean.

EDUCATION (4) -Students must be capable and work well with others. Preference given to education majors. Computer and organization skills are essential, and answering the phone appropriately. They will work closely with the Northwest Educators Association.

ENGLISH (3) - Making, collating, stapling, hole-punching, and distributing photocopies; making runs to and from central duplicating, bookstore, post office, library, etc.; delivering letters and packages within the department and to other campus offices; entering data into Word, Excel, and other programs; cleaning classroom whiteboards; organizing and filing as needed; other general office duties as assigned. Work-study student should have a cell phone that can receive and send texts.

E-LEARNING (2) – answer phone and take messages, filing, sorting and picking up mail, check all forms needing replaced and delivered, keep area neat and clean, copier full of paper, assist office with any assistance needed, and check to make sure we have course approval forms on instructors who teach from other college.

FINANCIAL AID (6) - Typing, scanning, running errands, pickup mail and compiling large mail-outs. This area of the college is open and accessible to the community.

FINE ARTS (2) – Students need to monitor practice rooms in afternoon evening hours from 5:30 – 8:30 p.m. in the Fine Arts Building. Student will check in and out students who use practice rooms in the Fine Arts Building. Students who are music majors or involved in a music ensemble are

preferred.

FINE ARTS TECHNICAL DIRECTOR (3) – students will be doing various paperwork as well as contributing to the production of Theatre & Music programs. Contributing to Theatre & Music productions will consist in construction of the sets; assisting in painting of sets; hanging posters to raise publicity for the productions; working in House Managements for concerts/plays and being available for various and sundry associated positions. Student applying for this position are advised to wear work clothes and closed-toe shoes daily.

FOOD SERVICE (30) = Assisting in our dish room, kitchen, bakery, and serving areas (cooking, cleaning, prepping, etc.).

FOUNDATION (2) - Data entry, run errands in and around town as well as Memphis, special events (weekends and evenings), Special mailings and other assigned duties as they occur.

GRAPHIC DESIGN COMPUTER LAB (1) – Student to oversee MAC based computer labs. Open, close and observe the lab during the week when students are present. Maintain equipment, i.e. printer and computers. Macintosh computer knowledge is preferred. Experience in Design, Photography, Journalism and Video will be considered. Students will supervise use of computers, printers, supplies and oversee all lab operations as well as keep the lab organized. Make copies and prints of assignments as needed. Monitor supplies and organize student work in preparation for grading and filing.

HELP DESK (2) – make sure students scan IDs before using the computer lab, assist students with software, printing, login issues in the lab, help maintain a quiet environment in the lab, assist in enforcing the no eating or drinking, no talking on cell phones policies, keep printers stocked with paper, keep computer lab neat, answer phone and take accurate messages for Help Desk Staff, relieve Help Desk staff for lunch and other duties assigned.

HOTEL & RESTAURANT MANAGEMENT (2) – need computer skills as we do DECA scrapbooks, newsletters, a ton of work online, and filing.

HOUSING (48) - Greet residents and guests as they enter the resident hall, answer the telephone in a professional manner, document requests for work orders, assist in the posting and removal of flyers, document residents registering guests during visitation hours, assist with room checks, pick up and deliver correspondence from the Housing Office and Post Office, have knowledge of resident hall policies to report behaviors that are disruptive to the resident hall community, as well as other assigned duties.

INDUSTRIAL ELECTRONICS ENGINEERING TECHNOLOGY DEPARTMENT (2) – (1) performing clerical duties, including copying, faxing, typing and data entry using Excel. Must be proficient with a calculator and the use of Microsoft Office. (2) Must be able to work with hand tools and lift over 40 pounds, organize supplies, tools, and parts. Also, keeping up with equipment inventory.

INTRAMURALS (30) - assist the Manager of Recreation and Intramurals Sports, set-up, officiating, score keeping, clock management, and breakdown of the venue. Supervise the recreation area within and around the Union gymnasium, including the fitness center, Ranger Den and the billiards room. They will be checking for valid school IDs, checking in and out recreational equipment, and handling money in the billiards room. Health/Physical Education majors suggested for these positions.

LIBRARY (8) - Demonstrate an ability to apply alphanumeric reasoning for our specific filing systems, physically load, move, and unload mobile book trucks weighing between 75 & 125 lbs. Place material on upper and lower shelves, work a flexible schedule, ultimately being available to retrieve mail about 11:30 a.m., and carry between 20 & 25 lbs. from Union building to the library.

LIBRARY – DC (3) – work at the circulation desk checking books in and out, place holds, and other

circulation duties. Sorting and re-shelving returned materials, routinely read shelves for orderliness according to the Dewey Decimal System and moving or shifting books if needed. Straighten up the table and chairs in the library, assisting students with make photocopies, finding information on the shelves and through the databases, and perform general duties as needed like answering phone, copying, helping with processing new books and inventory, displays, running errands, etc.

MATH (1) – light non-math secretarial duties

MI-BEST (2) – Student should possess strong communication skills to ensure the ability to greet students, and to direct them to the proper office or assist them in completing appropriate MI-BEST paperwork. Will be asked to monitor MI-BEST forms to make sure necessary forms are readily available. Some files, organizing and distributing of material will be required. Be able to handle phone calls and college mail. Should be comfortable handling some basic skills tutoring.

NURSING DIVISION (3) – a non-nursing student (1) helping instructors making copies, filing, shred papers, courier across campus, (2) need to be familiar with computers, answering calls, and the ability to multitask and ready to work where needed, (3) work in lab area to help with laundry, computer work, and be willing to work in a fast pace ever changing environment and willingness to offer help as needed and assigned,

OFFICE TECHNOLOGY INSTRUCTOR (1) – organize files, copy any handouts, and do general clerical work.

PHYSICAL SCIENCE (1) – Various secretarial duties, running errands on campus, setting up and cleaning physics and chemistry labs and classrooms.

RECRUITING (5) - Campus tours, mail-outs, general office duties, pick-ups and deliveries, College Day Program, and Student Recruiter Meetings (2) per semester.

RESEARCH and EFFECTIVENESS (1) – Student will be responsible for performing general office services. Student will assist by picking up mail, filing, answering phones, data entry and other general office duties. Student should be proficient with Microsoft Word and Microsoft Excel.

SCIENCE LAB – DC (3) - Prepare all necessary equipment chemicals, and material for carrying out each student lab, under the instruction of the instructor. Keep labs clean, neatly organized, and all equipment put in the proper storage place after every student lab. The lab assistant will also assist the instructor in grading lab reports for each student lab.

SOCIAL SCIENCE (1) – performing general office duties, running errands, and checking the mail.

CAMPUS POLICE (2) – Issue parking decals, make and issue student ID's, answer the telephone and take accurate messages for the Chief, Assistance Chief and officers, dispatch on the radio in a voice that can be clearly understood, enter all parking decal cards into the computer, file all parking decals cards into the filing system, keep up with all the ticket appeal forms and voided tickets, explain the appeal process to the student who wish to appeal a ticket, enter all parking tickets into the computer and relieve staff for lunch, Students that are employed with the Campus Police must not have any student code of conduct violations., they are to be responsible and trustworthy. Employees are expected to act in a professional manner and communicate effective with the supervisor regarding office hours.

CAMPUS POLICE – DC (1) Enter parking decal cards, assist in identifying vehicles driven by students from NCIC printouts, assist in attaching dismissed and voided tickets to original in ticket books and compile a list of same, assist in the Information Center by issuing/selling parking decals, and greet visitors and dispense information, This area of the college is opened accessible to the community.

SPANISH TUTOR– DC (1) Student should be able to conjugate regular and some irregular verbs in the present progressive, preterit and imperfect tense. Student should understand number and

gender agreement with articles, nouns, adverbs, and adjective. Additionally student should be familiar with the placement of words in sentences and be able to explain basic skills such as time, day, and date. A working knowledge of the iLrn site and Canvas site would also be helpful. Student should have high school and/or previous college experience in Spanish.

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STUDENT DEVELOPMENT CENTER (2) - Mass mailing (early alert letters), filing, sending recruiting post cards and light phone duty.

SOCIOLOGY (1) – needs to know filing, computer skills, basic organizational skills and confidentiality is a must for dealing with student papers, grading, etc.

SPORTS INFORMATION (3) – A strong interest in sports and willingness to handle a wide variety of duties for a 12-sport department that competes in the MACJC & NJCAA. Priority will be given to those who desire to pursue a four-year degree in sports information/communications/broadcasting.

STUDENT DEVELOPMENT CENTER – DC (2) - Greet students when receptionist is at lunch, get them to sign in, answer basic questions, direct students to appropriate office, and provide needed paperwork for admission, graduation, ACT test dates, on-line profile sheets, etc.; help with organizing and filing of withdrawal paperwork and placement results; scanning or shredding documents; posting approved job announcements on the Job Board; make copies of residency documentation, TEAS testing letters, and information sheets for distribution; help with periodic updating of “directory boards” on campus; and address envelopes for TEAS testing notice letters.

STUDENT SUPPORT SERVICES (2) – Students will be responsible for general office duties including the following: contacting program participants, filing forms, organizing files, and assisting with program activities.

SWITCHBOARD (1) – Answering calls, assisting people with questions pertaining to all aspect of Northwest.

TUTOR – DC (1) – Someone who can tutor in subjects, run errands, do filing, and help with testing.

WELDING (3) - filing papers, going on errands to pick up various items for the welding shop, copying test, organizing supplies, and helping with correspondence.

WIN JOB CENTER/GED (5) – answer the phone, director customers as they come in the door, assists in the GED classroom with filing, making phone calls, necessary paperwork and assisting students when the instructors are busy with others.

WIN JOB CENTER/GED - OX (2) – answer the phone, director customers as they come in the door, assists in the GED classroom with filing, making phone calls, necessary paperwork and assisting students when the instructors are busy with others.

Writing Center Assistant (DC 2; S2): Monitors Writing Center appointment system and helps Writing Center consultants prepare for appointments; directs clients to their consultants; performs clerical and other tasks (filing consultation reports, tidying the Writing Center, etc.). Must have strong verbal communication skills and effective time management skills.

ATHLETIC- FOOTBALL (4) - Assisting with sports medicine duties such as pre-practice treatments, taping, wrapping, splinting, organizing medical kits, water and PowerAde for the field. Be on site for practice to assist with medical treatment, taping, stretching, post-practice treatment and returning all items used for practice such as medical kits, coolers and maintain the cleanliness of the training room before and after practice.

MEN'S BASKETBALL (5) - Duties that include but are not limited to: filming home and away games using an IPAD, washing uniforms, keeping up with equipment inventory, sweeping playing surface, possible some team travel, and other misc. duties. One student to help with general office work and organization (phone, keeping files. etc.)

SOCCER (2) - Help coaches with soccer teams, prepare water, set-up field, line the field, etc.

BASEBALL (2) the individual will be responsible for helping with managers jobs for the baseball team. It will require the individual travel to games, attend all practices on a daily basis and work under the direction of the baseball coaches. The applicant needs to have baseball experience and needs to understand the physical requirements of this job including working on the baseball field, getting water coolers ready for practice and games, washing team uniforms, and general day to day maintenance of the baseball field and surroundings. High school managers are a plus.

SOFTBALL (1) - Help prepare field for games, keep scorebook.

WOMEN'S BASKETBALL (2) – washing clothes, filming, helping with drills, and sending e-mails and texts to prospects.

MAY 17, 2017.