

qryFWSJobDescriptions

| Job Title | Job Description |
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| A+ Program Volunteer | Assisting with tutoring and enrichment activities |
| After School Specialist | Assisting with tutoring, and other programs with school children |
| Alumni Class Notes Intern | Compile alumni information for class notes section of Plymouth Magazine & other office duties as assigned |
| America Reads Tutor | Working with children on literacy and enrichment activities. |
| Animal Lab Assistant | Assist with the care and feeding of the rats in the animal lab |
| Apprentice Teacher | Assist Faculty w/ drill sessions |
| Archivists | Organize and collate student prints. |
| Art Ed. Computer Lab Assistant | Monitor lab, update information, general AE paperwork, AE311 cleaning, bulletin boards... |
| Assistant Receiving Clerk | Delivery of freight, processing incoming merchandise |
| Athletic Camera Operator | Film/video tape all games and practices |
| Athletic Event Manager | Organize game setup, management of athletic contests, equipment and uniforms |
| Athletic Team Statistician | Recording statistics |
| Athletic Team Manager | Assist coaches & equipment manager with the needs of the team at gyms and practices |
| Bartender | Bartend for Spring Fling |
| Basketball Ref | Ref Rec. Basketball games |
| Biotech Assistant | Assisting biotech professors in the labs with prep, cleaning |
| Brian's House | Recording observations and assisting with office work |
| HUB Building Manager | Detailed job description on file at HUB. |
| HUB Building Service Worker | Detailed job description on file at HUB. |
| Ceramics Studio Assistant | Mix Clay, Learn studio practices, stocking supplies, organizing studio, kiln help |
| Lab Assistant | Assisting professor with lab prep and maintenance |
| Circ Desk Asst | Answer Phones, Asst patrons, check in/out lib materials, shelf, sort, and put away library materials |
| Classroom Aide | Assist children and teachers with classroom related activities |
| Clay Studio Assistant | Mix Clay, cleaning, training/supervising students |
| Community Advisor | Duty, paperwork, meetings, resident counseling, and other duties as assigned |
| Computer Cluster Assistant | Assist students with computer problems/questions, troubleshooting, and monitoring students activities |
| Computer Repair Assistant | Assist with computer repair |
| Computer Store Assistant | Greets customers at the front desk, answer phones, checks inequipment to be repaired |
| Darkroom Assistant | General clean-up of areas related to photo. Inform instructor when supplies are low |
| Data Entry | Enter data into database |
| Desk Receptionist | Watching front desk, lending out supplies |
| Digital Assistant | Digital work for art history |
| Equipment Room Worker | Pass out and sort equipment, and laundry duties |
| Film Assistant | Showing films (videos and DVDs) to Ken Bergstrom's Intro. To Film class |
| Fitness Maintenance Asst. | Cleaning Fitness Equipment. |
| Gallery Assistant | Gallery guard, assists in hanging exhibits, patch and paint walls, and type lables |

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| Game Attendant | Assist with game setup, management of athletic contests, equipment, and uniforms |
| GLBTQ Coordinator | Coordinate and facilitate prog. That heighten awareness in regards to GLBTQ issues. |
| Grading Assistant | Assist in grading |
| Graphic Art Computer Lab Monit | Oversee students after hours & answer questions |
| Grounds | Working with physical plant on athletic fields |
| Group Exercise | Teach Exercise Classes |
| House Management | Assist House Manager in all areas |
| Inter-library Loan Assistant | Retrieves books and periodicals, assists patrons, and general office work |
| IM Official | Officiate and score keep IM sports |
| HUBInformation Booth Assistant | Detailed job description on file at HUB. |
| Laborer | Mowing grass, moving furniture, shoveling snow, etc. |
| Lacrosse Assistant (women's) | general office work and help with team management duties. |
| Lifeguard | Supervise Swimming. |
| Media Assistant | Use multimedia equipment to play VHS/DVDs for film classes |
| Office Assistant | General office work, including filing, answering telephones, photocopying, and other duties as assigned. |
| Periodical Assistant | Answer phones, assist students, check in/put away library periodicals, and other duties as assigned. |
| Pit Orchestra | Pit Orchestra |
| HUB Print Shop | Make ID's for students and work on order requests. |
| Print Room Attendant | Clean presses/surfaces/etc., organize files |
| Project Agent | Facilitating initiatives that conserve natural resources |
| Reader | Reading textbook assignments to tape. |
| Receptionist | Answer phones and assist students/faculty/staff. |
| Recreation Assistant | Assist recreation facility operations in the HUB |
| Research Coordinator | Conduct research for the center |
| Set-Up/Clean-Up Crew | Assist Physical Plant in set-up/clean-up before an event. |
| Shelving Assistant | Putting away book and library material, file and other duties as assigned |
| Set-Up Crew | Assist physical plant with set-up |
| Stitcher | Duties as assigned in costume shop |
| Student Assistant | Various clerical and lab duties |
| Student Caller | Place fund raising calls to Alumni and friends of PSU. |
| Student Officer | Foot patrol on campus, parking enforcement |
| Student Technology Assistan | Help Desk floor staff |
| Switchboard Assistant | Customer service, answer phone |
| Tech Crew | Light and sound set-up. |
| HUB Tech Services Assistant | Detailed job description on file at HUB. |
| Tutor | Tutoring students in a specific subject. |
| Undergrad Intern | Assist in operation |

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| Youth Center Volunteer | Supervise young people |
| Weight Room Supervisor | Supervise Weight Room |
| Wrestling Team Assistant | Cleaning mats and assisting with setup/cleanup |
| Storekeeper | Counter support, other duties as assigned |
| Substitute | Fill in for a classroom teacher |
| Technical Support Assistant | Work in assisting backstage and in shops |
| Student Writing Consultant | Help students with composition writing and revision |
| Ticket Sales Assistant | To aid in all areas of sales and other duties as assigned |
| Theatre Technician | Work Backstage providing technical support and maintenance. |
| Web Design | Design, create and update webpage |
| Woodshop Attendant | Maintain woodshop equipment, oversee safe operation on tools during class. |
| Assistant Mail Clerk (student) | Sorting & delivering mail on campus and to student mail boxes, various front desk duties, giving mailbox combinations |
| Assistant Mail Clerk (Dept) | Sorting and Delivering US mail, on-campus mail & packages to various campus departments. |

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