

WORK-STUDY JOB DESCRIPTIONS

DEPT. #	DEPARTMENT	JOB	PAY LEVEL	JOB DESCRIPTION
4610	Academic Dean	Office Assistant	2	Filing, photocopying, typing, word-processing, faculty evaluations, mail, and answering phones.
6700	Admissions	Office Assistant	2	Typing, filing, database entry, photocopying, bulk mailing, zip coding, service over the phone and in person, confidentiality a must.
1175	Architectural & Building	Lab Assistant	1	
6630	Alumni Affairs	Data Entry	2	
	AT	Assistant Technician	2	Load and update software, troubleshoot technical problems and identify solutions, correct technical problems, research sources of information, assist with keeping all hardware in the project in full working order, complete other duties as assigned.
5600	Athletics	Basketball Manger	2	3 positions available: Equipment manager, statistical manager, and score manager. Help prepare teams for games and practices, keep score book, help with equipment, launder uniforms, and set up bench, keep various statistical information during games and/or practices, report results of all games to news and TV media, keep stat reward, decal system updated.

5600	Athletics	Official	2	Responsible for setting up and picking up, keeping records, and officiating and recording intramural events. Knowledgeable certified officials preferred but willingness to learn more important.
5600	Athletics	Clock Personnel	2	Controls game clock. Requires and understanding of basketball and considered as part of the officials.
5600	Athletics	Athletics Manager	2	Keeps score, keeps statistics, films games, and other duties as needed, traveling with the team.
5600	Athletics	Office Assistant	2	Requires general clerical work such as; typing schedules, hanging up posters, filing, and distributing intramural and athletic info. Word Perfect and Microsoft Publishing a plus.
5600	Athletics	Ski Tow	2	Perform the opening and closing procedures, pick up any trash around tow area, operate tow only if skiers are in need of the tow.
5600	Athletics	Lawn Care	2	Requires knowledge of lawn care and field dimensions. Person responsible for setting up, lining, mowing, raking, etc. for preparation of official athletic contests. May also be responsible for video taping games.
1149	Automotive	Lab Assistant	1	Maintain library and study area, assist instructor in fabrication of teaching aides, review of products, and some data entry and other clerical work as needed.

1149	Automotive	Automotive Assistant	2	Requires knowledge of automobiles and tools. Duties include maintaining lab area, assisting instructor in fabrications, vehicle repairs, and general shop tool maintenance. Could include mopping and sweeping the floors and cleaning and putting away equipment.
1147	Biotechnology	Administrative Support	2	Requires a level of knowledge and expertise. Need prior experience. Skills needed: preparations of buffers, use of autoclave and spectrophotometer, and be able to repair equipment.
1173	Civil	Lab Assistant	2	Requires a high level of competence and accuracy. Duties include: preparation of labs and samples to ASTM specifications and assist in maintenance of laboratory equipment.
6360	Communications	Switchboard Assistance	3	Operate switchboard, handle in and out going mail, and most important customer service. Must have excellent communication skills, maturity, and professionalism. Must interact with students, staff, and visitors. Must possess a good general knowledge of the school so as to properly answer questions at the window and over the phone.
3700	Resource Conservation & Development Council	Community Service	3	Evaluate and design water withdrawal facilities, assist with adherence to engineering standards and specifications, and assist with the installation of these sites at the community/fire department's request.

1164	Construction Management	Carpentry	2	Rough and finish carpentry, roofing and painting on the construction management cottage, and maintenance on construction management tools and lab space. All duties require training, and more than minimal level of skill.
5100	Disability	Note Taker	2	Responsible for taking notes for a student who is unable to do it. Notes will need to be legible, easy to follow, and accurate. The person must be responsible, reliable and thorough.
1174	Electrical	Assistant Technician	2	Assist technician with daily duties of set up and take down of labs and calibration of electronic equipment, assist in the manufacture of printed circuit boards for senior projects, and clean and maintain the lab rooms.
4520	Farm	Farm Assistant	3	Feeding cows, milking cows, cleaning barns, general animal care, field work, some clerical work possible, tractor and machine maintenance, and wood cutting.
5400	Financial Aid	Office Assistant	2	Filing, photocopying, data entry, customer service, special projects as assigned.
5710	Health Service	Nurse's Assistant	2	Answering phones, taking messages, filing, running errands, data entry, and observing or assisting with treatments under supervision of nurse.
	Human Resources	Office Assistant	2	Photocopy, mailing packets, shred documents, update non-confidential files, filing, posting and mailing recruitment notices, assist in benefits fair, word processing, basic data entry.

5220	Intramural	Intramural Assistant	2	Runs intramural events if supervisor is unable to attend, keeps score, and oversees the sport.
4400	IT	Lab Assistant	1	Monitors computer labs, keeps paper in printers, and reports any problems that may occur.
4400	IT	Network Assistant	3	Assists network administrator in general network tasks to include but not limited to NIC installations and configurations, troubleshooting workstation & network communication problems.
		IT Help Desk	3	
4400	IT	Dorm and Web Assistant	3	Assist computer technician in performing hardware installations.
1180	Learning Center	Peer Tutor	3	Assists students in the learning center with homework, study skills and test preparation.
4100	Library	Library Assistant	3	Shelve, cover, label, and retrieve books, file cards, photocopy articles, and some data entry.
7200	Maintenance	Custodial Assistance	3	Maintenance of floors, dust and polish furniture, wash walls, windows, and woodwork, clean washrooms and fixtures, shampoo carpets, replace light bulbs, and other related duties.
7300	Maintenance	Office Assistant	2	Related secretarial duties, answering phones for conferences and other related calls, typing, use of computer for reports.
7500	Maintenance	Grounds	3	Maintenance of grounds, walks, and roads, mow and trim lawns and shrubs, move furniture, and other related duties.

1148 & 1176	Mech/Physics	Lab Assistant	1	Set up and put away lab equipment, clean lab equipment and the labs, help maintain and repair lab equipment, take messages, read manuals related to mechanical technology and physics.
1148 & 1176	Mech/Physics	Shop Assistant	2	Special projects, shop work, organize tools, set up tests
	Nursing	Lab Monitor Brattleboro	1	Monitor the integrity of the site during off-hour study periods, responsible for holding a key to the outer & inner doors, locking the door, setting a study schedule, arriving on time, leaving the classroom/lab space and kitchen area neat, turning off computers.
5521	Residential Life	Weight Room Supervisor	2	
5521	Residential Life	Office Assistant	2	
5521	Residential Life	Dorm Office Assistant	1	Pack up mailing from switchboard, sorting and posting mail in students mail boxes, and signing equipment in and out.
	SBDC	Office Assistant	2	Answer telephones, transfer calls and take messages. Maintain mailing lists, photocopy, and fax. Assemble information packets, prepare mailings.
6320	Security	Office Assistant	2	Putting up and taking down flags, pick up and deliver mail, entering data in college ID book, maintenance of lost and found, data entry for college parking permits, issue parking permits, inventory projects, unlock doors and buildings as requested communication skills a plus.

5226	SHAPE	Life Guard	3	Ensure the safety of patrons. This includes accident prevention in the water and on the pool deck and the rescue and care of accident victims. Needs to always arrive 10 minutes prior to their shift with guard shirt, suit, and whistle.
5225	SHAPE	Water Safety Instructor	3	Each instructor will be prepared with lesson plans, materials, and attendance sheet. Each instructor will obtain their own qualified replacement if they need to miss a class due to illness or emergency and will notify the aquatics director. Each instructor will be properly attired to facilitate instruction. This may be combined with the lifeguard position.
5225	SHAPE	Front Desk Worker	1	Responsible for checking all identification of all people entering SHAPE. Provide info regarding facility use and insure that rules and regulations are being followed by patrons.
5250	Student Garage	Lab Assistant	1	Responsible for maintaining a safe work environment for persons using the shop, maintaining a clean work area, and inventory control.
5100	Trio	Office Assistant	2	Regularly do data entry and schedule appointments but also may do filing, photocopying, light typing, mailings, sorting and updating college catalogs, and provide lunch hour office coverage.

	Upward Bound	Office Assistant	2	Update and manage inventory database, assist in program inventory, assist with department mailings, assist with monthly newsletter, general clerical duties
1178	Vet Tech	Tech Assistant	2	General care of animals, filing, laundry, and cleaning.
7570	VIT	Office Assistant	2	Clerical/administrative assistant duties.
4000	VMEC	Office Assistant	2	Filing, copying, assemble brochure packets, and data entry into excel spreadsheets (mailing Lists)