

DEPARTMENT	JOB	JOB DESCRIPTION	Department Contact
Academic Affairs	Office Assistant	Filing; photocopying/scanning & copier maintenance; mail; supply inventory & ordering; general office & clerical tasks; other duties as assigned	802-728-1311
Admissions	Office Assistant	Typing, filing, database entry, photocopying, bulk mailing, zip coding, service over the phone & in person, confidentiality a must, give campus tours when needed	802-728-1444
Alumni Affairs	Office Assistant	Clerical, data entry	802-728-1250
Athletics	Basketball Manager	3 positions available: Equipment manager, statistical manager, & score manager. Help prepare teams for games & practices, keep score book, help w/ equipment, launder uniforms, set up bench, keep various statistical info during games/practices, report results of all games to news/TV media, keep stat reward, decal system updated	802-728-1584
Athletics	Official	Responsible for setting up & picking up, keeping records, officiating & recording intramural events. Knowledgeable certified officials preferred but willingness to learn more important	802-728-1584

Athletics	Clock Personnel	Controls game clock. Requires an understanding of basketball & considered as part of the officials	802-728-1584
Athletics	Athletics Manager	Keeps score, keeps statistics, films games, other duties as needed, traveling w/ the team	802-728-1584
Athletics	Office Assistant	Requires general clerical work such as: typing schedules, hanging up posters, filing, distributing intramural & athletic info. Word Perfect & Microsoft Publishing a plus	802-728-1584
Athletics	Ski Tow	Perform the opening and closing procedures, pick up any trash around tow area, operate tow only if skiers are in need of the tow	802-728-1584
Athletics	Lawn Care	Requires knowledge of lawn care & 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	802-728-1584

Automotive	Lab Assistant	Maintain library & study area, assist instructor in fabrication of teaching aides, review of products, & some data entry & other clerical work as needed	802-728-1386
Automotive	Automotive Assistant	Requires knowledge of automobiles & tools. Duties include maintaining lab area, assisting instructor in fabrications, vehicle repairs, & general shop tool maintenance. Could include mopping & sweeping the floors & cleaning & putting away equipment	802-728-1386
Aviation	Aviation Operations Assistant	Line ops, clerical, projects w/ aircraft, office duties, cleaning/maintaining aircraft	802-863-5988
Career Development Center	Admin. Support	Requires a high level of competence, accuracy, and confidentiality. Duties include: updating Excel spreadsheets, finding, printing, and posting job opportunities, posting flyers throughout campus, greeting and making appointments for students, and assisting with all aspects of the Career Fair and other events.	802-728-1320
Civil Lab	Lab Assistant	Requires a high level of competence & accuracy. Duties include: preparation of labs & samples to ASTM specifications & assist in maintenance of lab equipment	802-728-1218

Construction Management	Carpentry & Lab Assistant	Rough & finish carpentry, maintenance on construction management tools and lab space. All duties require training & more than minimal level of skill	802-728-1787
Dental Hygiene	Lab Tech	Filing, photocopying, data entry, customer service, special projects as assigned	802-879-5632
Electrical	Assistant Technician	Assist technician w/ daily duties of set up & take down of labs & calibration of electronic equipment. Assist in the manufacture of printed circuit boards for senior projects & clean & maintain lab rooms	802-728-1225
Equine	Farm Assistant	General animal care	802-272-5307
Farm	Farm Assistant	Feeding/milking cows, cleaning barns, general animal care, field work, some clerical work possible, tractor & machine maintenance, & wood cutting	603-345-3286

Human Resources	Office Assistant	Photocopying, mailing packets, shred documents, update non-confidential files, filing, posting & mailing recruitment notices, assist in benefits fair, word processing, basic data entry	802-728-1530
Information Booth	Desk Assistant	Must have excellent communication skills, maturity, professionalism, and customer service skills. Daily interaction with students, staff, and visitors. Must possess a good general knowledge of the school so as to properly answer questions at the window.	802-728-1248
Intramural	Intramural Assistant	Runs intramural events if supervisor is unable to attend, keeps score, oversees the sport	802-728-1584
IT - Randolph	Student Helpdesk Technician	Answer telephones, transfer calls & take messages, and enter issues into IT Helpdesk ticket system. Repair and replace computer as advised in classrooms and offices. Replace spent toner cartages as required. And other IT related tasks.	802-728-1253
IT - Randolph	Student Helpdesk Manager	Help IT Staff to in training and scheduling Student Helpdesk Technicains. As well as answer telephones, transfer calls & take messages, and enter issues into IT Helpdesk ticket system. Repair and replace computer as advised in classrooms and offices. Replace spent toner cartages as required. And other IT related tasks.	802-728-1253

IT - Williston	Student Helpdesk Technician	Answer telephones, transfer calls & take messages, and enter issues into IT Helpdesk ticket system. Repair and replace computer as advised in classrooms and offices. Replace spent toner cartages as required. And other IT related tasks.	802-879-2324
IT - Williston	Student Helpdesk Manager	Help IT Staff to in training and scheduling Student Helpdesk Technicains. As well as answer telephones, transfer calls & take messages, and enter issues into IT Helpdesk ticket system. Repair and replace computer as advised in classrooms and offices. Replace spent toner cartages as required. And other IT related tasks.	802-879-2324
Learning Center	Peer Tutor	Assists students in the learning center w/ homework, study skills, test preparation	802-728-1288
Library (Randolph)	Library Assistant	Shelve, cover, label, & retrieve books. Staff circulation desk and interact with students, staff, and faculty. Assist with stacks maintenance and special library projects	802-728-1767
Library (Williston)	Library Assistant	Shelve, cover, label, & retrieve books. Staff circulation desk and interact with students, staff, and faculty. Assist with stacks maintenance and special library projects	802-879-8249

Maintenance	Custodial Assistant	Maintenance of floors, dust and polish furniture, wash walls, windows, woodwork, clean washrooms & fixtures, shampoo carpets, replace light bulbs, & other related duties	802-728-1264
Maintenance	Conference	Assist w/ planning/design of conferences, answering phone	802-728-1264
Maintenance	Office Assistant/ Website/Social Media	Related secretarial duties, answering phones for related calls, typing, use of computer for reports	802-728-1264
Maintenance	Grounds	Maintenance of grounds, walks, & roads, mow & trim lawns, move furniture, other related duties	802-728-1264
	Landscape/Hort		802-728-1207

Mechanical	Lab Assistant	Set up & put away lab equipment, clean lab equipment & the labs, help maintain & repair lab equipment, take messages, read manuals related to mechanical technology & physics	802-728-1760
Mechanical	Shop Assistant	Special projects, shop work, organize tools, set up tests	802-728-1760
Nursing	Lab Monitor - Brattleboro	Monitor the integrity of the site during off-hour study periods, responsible for holding a key to the outer and inner doors, locking the door, setting a study schedule, arriving on time, leaving the classroom/lab space & kitchen area neat, turning off computers	802-254-5516
Nursing	Assistant	Assisting w/ daily duties	Randolph: 802-626-4849 Bennington: 802-442-8811 Brattleboro: 802-254-5516 Williston: 802-879-2322
Residential Life/Student Affairs	Office Assistant	Basic office duties, filing, typing, student correspondence	802-728-1673

Residential Life/Student Affairs	Residence Hall Front Desk Attendant	Monitors the office and is available to sign out building games/equipment. Other duties as assigned by the Resident Hall Director	802-728-1673
Security	Office Assistant	Putting up & taking down flags, pick up & deliver mail, enter data in college ID book, maintain lost & found, data entry for college parking permits, issue parking permits, inventory projects, unlock doors and buildings as requested, communication skills a plus	802-728-1292
SHAPE	Life Guard	The primary responsibility of Lifeguards is to ensure the safety of all patrons using the pool. This includes accident prevention in the water and on the pool deck and the rescue and care of accident victims.	802-728-1584
SHAPE	Water Safety Instructor	The primary responsibility is to teach swim lessons according to American Red Cross Levels and specifications.	802-728-1584
SHAPE	Front Desk Monitor	The Front desk Monitor will be responsible for checking identification of all people entering the SHAPE Facility, be able to provide information regarding the facility use, and process all appropriate transactions.	802-728-1584

Center for Academic Success (TRIO)	Office Assistant	Regularly do data entry & schedule appointments but also may do filing, photocopying, light typing, mailings, sorting, & updating college catalogs, & provide lunch hour office coverage	802-728-1396
Vet Tech	Tech/Lab Assistant	General care of animals, filing, laundry, cleaning	802-728-1226
VMEC	Office Assistant	Filing, copying, assemble brochure packets, & data entry into excel spreadsheets (mailing lists)	802-728-1568
VT Small Business Development Center	Administrative Assistant	Assists in managing online presence w/ creation & distribution of marketing & training materials. Will work under the direction of our Assoc. Director & may have flexible work schedule & location w/ time spent at our Randolph office (VTEC), & work remote via email, phone and/or videoconference. Student should be proficient in Microsoft Office, specifically Publisher & PowerPoint in order to be involved in our website, social media, e-newsletters, training promotion, stakeholder communication, client success stories & more. Students who enjoy the creative and technical aspects of business and marketing and are able to work independently with limited direction, will enjoy this opportunity.	802-349-5546