What work study job are you looking for?

I don’t know yet. I’m going to look at the job descriptions to get an idea of what jobs are available.
ADMISSIONS

Number of positions available: 14

Requirements: Tour Guide/Student Worker. Outgoing, self-motivated students to work as Tour Guides/Student Workers. Students should have strong communication skills, honesty, a positive attitude, willingness to learn all about CCC, and an ability to get along well with new people.

Responsibilities: General office duties, individual college tours, as well as participation in all Admissions Open House programs.

Special Hours: Includes occasional weekends: Open House programs and/or for individual tours with advanced notice.
ADVISING CENTER

Number of positions available: 2

Duties: Answering phones, messages; duplicating forms; processing forms; logging statistics, completing campus errands; assisting with mass mailings, computer knowledge helpful. Lunchtime availability is an imperative.

Requirements: Student must be reliable and flexible. Ability to deal directly with people in a supportive fashion and make necessary contact. In addition, a pleasant, supportive, and confidential manner is needed in working with staff, faculty, and other students.
Number of positions available: 2

Duties: Office Assistant - Dean of Student Affairs Office. Word processing, photocopying, answering telephones, routine office functions, errands on campus, some opportunity for work on special projects.

Requirements: Computer skills; sensitivity to confidential nature of Dean of Student Affairs issues essential; good organizational management and communication skills required; as is flexibility and a willingness to operate on a number of different projects.
ALUMNAE AFFAIRS

Number of positions available: 4

Duties: Student Assistant. As an integral team member in the Alumni & Development office, duties include (but not limited to):

♦ Filing of confidential information in alumnae files
♦ Assisting in mailings
♦ Picking up and delivering important documents and packages from various offices on campus
♦ Assist in data entry into the database
♦ Sorting and distributing literature
♦ Working one on one with various staff members on assigned projects
♦ Assist with typing as required
♦ Desk coverage for staff when necessary

Requirements: We will provide an orientation to the student staff at the beginning of their service. The ideal candidate should be able to alphabetize, be efficient, show initiative, and must be able to maintain confidentiality.

Special Hours: The hours are limited between 8:30 and 4:30 Monday through Friday. Rarely are student assistants asked to work outside these hours.
ALUMNAE MUSEUM

Number of positions available: 2

Duties: Student Assistant. As an integral team member in the Alumni & Development department, duties include (but not limited to):

♦ Assist with show/exhibit research, pulling items for shows, tear-down of old shows and set-up of new shows
♦ Assist with the advertisement of new shows through distribution of fliers and other forms of advertisement
♦ Organize cards, photographs, and puts away clothing and paper items
♦ Organize office spaces and completes side projects including inventory and carding of new items
♦ Attend all regularly scheduled staff meetings and checks museum email/mailbox regularly for messages
♦ Complete other tasks as assigned by the Intern and Associate
AMERICA READS/COUNTS TUTORING PROGRAM

Number of Positions Available: 25

Requirements: Perspective applicants **must** be eligible for Federal Work Study; Minimum GPA 2.5; interest in volunteerism, children and tutoring (driver’s license is helpful, but not required).

Responsibilities of Tutors:

A. Tutoring
   1. A commitment of an entire year. Tutor at the designated off-campus sites at least two days per week (times may vary).
   2. A third day is optional, depending on financial aid award.
   3. Attend an Orientation given by your designated site.
   4. Attend all mandatory training sessions throughout the academic year.
   5. Attend two weekly meetings with Cedar Crest College Program Coordinator.

B. Represent Cedar Crest College at the designated off-campus site, and adhere to any rules and regulations of the agency.

C. Communicate with your site and the America Reads Program Coordinator as soon as concerns or questions arise.

D. Be prompt and prepared for every tutoring session.

E. Inform the America Reads Program Coordinator, Site Coordinator, and Site Contact of any absences in writing at least 24 hours prior to scheduled tutoring sessions or meetings. Please follow proper procedures and use correct documents for absences.

    ✓ Two unexcused absences may result in the possible termination of your contract.

Provide and accurate account of all hours worked on biweekly timesheets. These must be placed in the proper mail slot in the Allen House each due day promptly by 11:00 am.
Number of Site Coordinator Positions Available:  5

Requirements:  Perspective applicants must be eligible for Federal Work Study; Minimum GPA 2.5; interest in volunteerism, children and tutoring (driver’s license is helpful, but not required).

Responsibilities:

1. Adhere to the policies of the Work Study Job description for the America Reads Tutoring Program.
2. Hold weekly office hours with the America Reads Coordinator
3. Act as a liaison between Cedar Crest College and your designated site.
4. Act as the agency’s direct contact for the tutoring program, addressing any concerns the agency may have in a professional manner.
5. In the event the America Reads Program Coordinator is unable to conduct a weekly meeting, be willing to act in her place.
6. Address questions and concerns from tutors at designated site.
7. Coordinate attendance and transportation over breaks and inform sites of break times. Notify tutors of what is required. Breaks include Fall Break, Thanksgiving Break, Easter, and Spring Break.
8. Assist the America Reads Program Coordinator in planning a spring banquet for all tutors and tutees.
9. Educate an assistant site-coordinator of your position (if applicable).
10. Facilitate dialog between tutors at weekly meeting, addressing any concerns and providing feedback and praise when appropriate.
11. Assist the America Reads Program Coordinator with weekly meeting ideas.
12. Site Coordinators must take the instructional van certificate course offered by Cedar Crest College. Be willing to serve as a van driver or alternate van driver for your site.
13. Meeting with each tutor one time per semester. In conjunction with the America Reads Program Coordinator, evaluate the tutor’s work quality.
14. Other duties as assigned by the America Reads Program Coordinator.
ART DEPARTMENT

Number of positions available: 4

Duties: Departmental Assistant: A variety of tasks including:

• Assist in the overseeing and maintenance of sculpture, metalsmithing, ceramics, painting, printmaking, papermaking, and drawing studios.
• Scanning slides – maintenance of digital data base for Art History.
• Student may work with faculty on professional development projects.
• General office work; typing, filing, other clerical tasks, including computer work (scanning, PowerPoint), copying.
• Working as an assistant to the departmental administrative assistant.
• Hours coincide with the faculty and admin. assistant only.

Requirements: Computer skills such as word processing, slide scanning, PowerPoint, web design and maintenance and an interest in art are encouraged.

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Number of positions available: 2

Duties: Art Gallery Assistant. Gallery responsibilities directly related to mounting and dismantling six (6) exhibits an academic year; working with the director and administrative assistant on announcements, mailings, installation, de-installation and documenting the exhibits and some research. Archiving of college collection as time allows.

Requirements: A reliable art student interested in visual arts or museum studies who is willing to do light physical work and who will handle the art with care. Must have consent of Gallery Coordinator.

Special Hours: Hours vary, shows are almost always installed and de-installed on weekends. Art Gallery Assistants will work in the Art Office to compensate hours.
Number of positions available: 1

**Duties:** Ceramics Studio Assistant. General maintenance of studio, help with kiln firing, glaze mixing, etc. Hours will be in studio.

**Requirements:** Must have completed Ceramics I and have consent of instructor.

Number of positions available: 1

**Duties:** Printed Image Studio Assistant. General studio maintenance and studio work hours to help students. Will work closely with studio technician. Hours will be in studio.

**Requirements:** Must have had Printed Image I and consent of instructor.

Number of positions available: 1

**Duties:** Sculpture Studio Assistant. General studio maintenance and studio work hours to help students. Will work closely with studio technician. Hours will be in studio.

**Requirements:** Must have had Sculpture I and consent of instructor.

Number of positions available: 1

**Duties:** Papermaking Studio Assistant. General studio maintenance and studio and studio hours to assist students. Will work closely with studio technician. Hours will be in studio.

**Requirements:** Must have had Papermaking I and consent of instructor.
Number of positions available: 10

Duties: Athletics Assistant/Event Staff: Workload consists of two distinct areas:

1. Regularly scheduled office hours, weekdays only. Duties consist of light office tasks: reception, copying, faxing, errands, laundry, etc.

2. Event management, typically late afternoons or evenings on weekdays and early afternoon on weekends. Students sign up for events based on their ability, but some weekend availability is required. Duties consist of staffing all home games for eight varsity sports, including set up and tear down, scoreboard operation, keeping statistics, ballgirls, etc. Roughly half of the events are outdoors.

Requirements: Reliability and computer skills.
BIOLOGY DEPARTMENT

Number of Positions Available: 1

Duties: Research Assistant. Field and laboratory work related to pathogenicity and infectious diseases project; troubleshooting new techniques; creating genetic probes; running blots; training students who are unfamiliar with specific protocols.

Requirements: Background in molecular biology and an interest in research. Evening and weekend work is expected given the time required for specific laboratory experiments. Good teaching skills essential.

Number of Positions Available: 1

Duties: Research Lab Manager. Manage the research laboratory, with specific attention to computer files associated with protocols, learning more about research-oriented hardware and software, maintaining liquid nitrogen stocks, identifying items that need to be ordered and setting laboratory guidelines to ensure that the research laboratory remains a productive environment. In addition, train research students on how to use hardware and software properly and productively.

Requirements: Background in molecular biology and strong organizational skills. Evening and weekend work is expected. Good teaching skills and familiarity with laboratory equipment and computer software are essential.

Number of Positions Available: 1

Duties: Laboratory Assistant. Assist with setup and breakdown of weekly lab exercises. Preparation of solutions, cleaning of glassware. May involve evening work (especially on Mondays).

Requirements: Ideally, successful completion of BIO 121/122. Sophomores, juniors, seniors preferred.
Number of Positions Available: 1

Duties: Animal Care/Marine Biology/Animal Behavior/Greenhouse. Maintenance of fresh and saltwater fish tanks; animal room feeding and care; lab setups for Marine & Behavior (general lab assistance if student has had courses). Includes setting up in the field. Maintain and water plants in the Greenhouse, Science and Miller Buildings, except Harmon Hall of Peace and Gallery.

Requirements: Interest in working with animals; Intro BIO (helpful to have had Marine/Behavior). Interest in plants helpful.

Number of Positions Available: 1

Duties: Media Preparation Laboratory Assistant. Prepare media and other reagents for microbiology classes; assist departmental laboratory manager as needed.

Requirements: Course in microbiology is useful; must be comfortable with math associated with media and buffer solutions and must understand aseptic techniques. Reliability, good instruction-following skills, and Friday afternoon availability is essential.

Number of Positions Available: 1

Duties: Research and Microbiology Lab Assistant Manager. Manage the research laboratory’s electronic, filing cabinet, and other resources; track items that need to be ordered, refilled, or prepared; track stocking of sterile cabinets; housekeeping chores; clerical duties; errands; dishwashing; media preparation & autoclaving duties; train research students on basics of the research laboratory. Assist in preparing and restocking items used during 227 microbiology lab course work.

Requirements: Course in microbiology is required; must understand aseptic techniques and microbiology materials. Reliability critical. Good communication, organizational and teaching skills essential.

Special Hours: Hours variable per week.
Number of Positions Available: 2

Duties: Neuroscience Biology Lab Assistant. Preparation of solutions; daily fish feeding and weekly maintenance; caring for fish/frog eggs, chick embryos and other living materials; washing glassware; care for bulletin boards; lab clean up; some library work, and general office duties.

Requirements: Must have had BIO 121-122.

Number of Positions Available: 2

Duties: Departmental Assistant. Recordkeeping; filing; some library work; inventory; some lab clean up; typing; etc.

Requirements: None

Number of Positions Available: 2

Duties: Junior and Senior Lab Assistant. Assist in preparing genetic engineering lab courses; housekeeping chores; clerical duties; errands; dishwashing; media preparation and distribution; autoclaving.

Requirements: Genetic Engineering major for 1 or 2 positions.

Special Hours: Hours variable per week.
Number of positions available within both departments: 4

Duties: Assist the Chair’s Assistant, Chair, Faculty and Adjunct instructors with daily activities as required.

Requirements: Compliance with “Student Worker Employment Confidentiality Statement;” must be reliable; must have a working knowledge of MS Office Suite; must have strong organizational skills; must pay attention to details; must have a professional demeanor; must be able to prioritize workload; must be able to work independently and within a group setting.
CAREER PLANNING

Number of positions available: 3

Duties:

- Provide support to the Career Planning Director and the Assistant to the Director through a variety of activities.
- To put up and take down any and all Career Planning related advertisements, flyers, posters, etc. on campus.
- To answer the Career Planning phones (except the Director’s direct line) and take messages when professional staff is not available.
- Greeting and assisting all office visitors
- Assisting students with the use of the Career Planning Library resources.
- Assisting students with how to use the Career Planning homepage resources, navigation, specific searches, graduate schools, etc.
- Assisting students with other internet resources.
- Informing students of all office services available.
- Look for things to be put away in the office and Career Planning Library. This includes but is not limited to:
  - Mail, catalogs
  - Books
  - Brochures, etc.
- Keep the CP Library neat and orderly. This includes but is not limited to:
  - Removing outdated flyers
  - Putting away all art supplies when not using them
  - Keeping the table clear for student use
  - Keeping the computer area clear for student use
- Learn the filing systems so they can help with any necessary filing.
- Make sure college community members utilizing the CP Library sign in and out.
- Make all necessary photocopies.
- Run CP related errands on campus for professional staff as needed.
- Create/complete in a timely manner bulletin boards and flyers for the campus as directed by professional staff.
- Create marketing pieces for the Career Planning Office as directed.
- Assist with the Graduate School Fair in the fall.
• Attending Career Planning special events and participating in occasional Open House promotion events to promote Career Planning services to potential new students.
• Any other office duties as necessary.

Requirements: A work-study position in the Career Planning Office requires strong interpersonal skills to interact with Student Affairs staff, students, faculty and employers. It is preferred that applicants have some knowledge of all or some of the following: Microsoft Word, Windows Applications, ACCESS database, the Internet, Excel, GroupWise.

Work Study Expectations:

• To attend work during hours scheduled. If the schedule needs to change they must notify the CP Office the day BEFORE they are scheduled to work. If no notification is made, a written warning will be issued. If another shift is missed with no notification, disciplinary action will be taken.
• Internet use is ONLY permitted when there is no CP work to be done. IM, personal email and the Internet are NOT to be used when CP projects are being worked on.
• Homework is permitted when there is no CP work to be done and must be stopped when CP work is assigned.
• Nothing personal is to be saved on any CP computers. You must bring a disk/CD to save things on.
• Nothing may be downloaded onto the CP library/student worker computers.
• Any supplies utilized by the CP students while at work must be put away in the storage closet before they leave for the day. The CP Library must not be cluttered in any way.
• Keep the student worker desk neat and orderly. This includes but is not limited to:
  o Keeping the shelves behind the desk neat and orderly.
  o Keeping the drawers clean.
  o Keeping the top of the desk clear of personal papers, etc. when not being used.
  o The desk must be cleaned off at the end of every shift so it is ready for the next student when she arrives.
CHEMISTRY DEPARTMENT

Number of positions available:  7

Duties: Laboratory Teaching Assistant: Chem. 103, 111. Assist in set-up and instructing lab sections; observe adherence to safety procedures; answer questions from students; monitor lab procedures.

Requirements: Sophomore or above, approved by department; prefer chemistry or biochemistry major.

Number of positions available:  2

Duties: Stockroom Assistant. Monitor stockroom supplies: glassware, reagents, inventory, safety data sheets; assist occasionally in lab set-ups; data entry into a computer program.

Requirements: Will consider freshman interested in a chemistry major.

Number of positions available:  3

Duties: Organic Chemistry Assistant. Help monitor organic laboratories; answer student questions and maintain safety vigil; assist in occasional lab set-ups and running scientific instruments; observe proper disposal and storage procedures.

Requirements: Junior or above, preferably chemistry or biochemistry major (will consider strong biology major); departmental approval required.
**COLLEGE RELATIONS**

Number of positions available: 1

**Duties:** Student Assistant. Typing; filing; faxing; process news clippings; answering phones; some research; data entry.

**Requirements:** Detail-oriented person with good typing and proofreading skills; excellent phone manner; self-starter and independent worker; previous office experience; writing opportunities available for those interested; prefer students majoring in Communications or English.
NUMBER OF POSITIONS AVAILABLE: 1

DUTIES: Program Assistant in Communication. Student will assist in all current communication projects and research including journalism, public relations, and media studies. Good writing and research skills are desirable.

REQUIREMENTS: Typing ability and knowledge of computers, flexibility, punctuality, and reliability; communication majors preferred.

_________________________________________________________________

NUMBER OF POSITIONS AVAILABLE: 1

DUTIES: Studio Assistant in Video Production. Student will assist in all functions related to the television studio, including oversight of equipment, assisting the Technical Director of the studio, and helping teach basic equipment operation. Students with some knowledge of video camera operation are desirable, but training will be given.

REQUIREMENTS: Typing ability and knowledge of computers; flexibility, punctuality and reliability; communication major preferred.
COMMUNITY SERVICE

Number of positions available: 13

Duties: Recruitment of volunteers; facilitation of one time and weekly programs, assessment of programs, keeping track of student volunteer hours, write articles for the Community Service Center newsletter, researching community service activities for the CCC community, liaison between all campus organizations and the Community Service Center, and completion of paperwork as assigned. More in-depth job descriptions provided below. (All positions pay $8.95 an hour unless otherwise noted).

1) Volunteer Program Coordinator
   - Supervises all Program Assistants in the Lutz Center for Community Service
   - Reports to the Director of Community Service Programs

2) Program Assistant, Hunger/Homelessness
   - Coordinates volunteer opportunities in the area of Hunger and Homelessness
   - Reports to Lutz Center for Community Service Volunteer Program Coordinator

3) Program Assistant, Children/Youth
   - Coordinates volunteer opportunities in the area of children and youth
   - Reports to Lutz Center for Community Service Volunteer Program Coordinator

4) Program Assistant, Health/Wellness
   - Coordinates volunteer opportunities in the area of Health and Wellness
   - Reports to Lutz Center for Community Service Volunteer Program Coordinator

5) Program Assistant, Animals
   - Coordinates volunteer opportunities in the areas concerning Animals
   - Reports to Lutz Center for Community Service Volunteer Program Coordinator

6) Program Assistant, Special Events
   - Coordinates major one-time volunteer opportunities for the campus such as the Annual Women’s 5K (Breast Cancer) Walk/Run, Lehigh Valley Health Expo and Relay for Life
   - Reports to Lutz Center for Community Service Volunteer Program Coordinator

7) GED Program Coordinator
   - Coordinates the schedule, volunteers, training sessions, and all other technical aspects of the GED tutoring program on campus
   - Reports to the Director of Community Service Programs
8) Program Assistant, Elderly
- Coordinates volunteer opportunities in the area of the Elderly
- Reports to Lutz Center for Community Service Volunteer Program Coordinator

9) Program Assistant, IMPACT Project and Mentoring Programs
- Coordinates volunteers for the weekly IMPACT project program
- Coordinates volunteer opportunities in the area of youth mentoring
- Reports to Lutz Center for Community Service Volunteer Program Coordinator and IMPACT Project Agency Supervisor

10) Program Assistant, Arts and Culture
- Coordinates volunteer opportunities in the area of Arts and Culture
- Reports to Lutz Center for Community Service Volunteer Program Coordinator

11) Program Assistant, Environment
- Coordinates volunteer opportunities in the area of Environment
- Reports to Lutz Center for Community Service Volunteer Program Coordinator

12) Campus Sustainability Assistant (8 to 10 hour a week commitment)
- Helps improve coordination and communication between various people, groups and programs
- Gather Information related to campus sustainability activities on campus
- Work to promote on and off-campus awareness of existing and developing sustainability initiatives
- Reports to Director of Community Service Program and Conservation Biology Director

13) Campus Climate Protection/Peak Oil Assistant
- Meet with government and community leaders to encourage more municipalities to sign Climate Protection Agreements
- Explore ways to reduce dependence on fossil-fuel-based energy
- Promote action plans to reduce GHG emissions
- Work with community members to increase public awareness about climate protection
- Create and distribute education materials
- Make presentations to schools, colleges and community groups
- Reports to Director of Community Service Programs and Conservation Biology Director

Special Hours: Additional minimum of four hours in the Lutz Center for Community Service on campus in addition to work with the community agencies.
DEVELOPMENT

Number of positions available: 5

Duties: Student Assistant. As an integral team member in the Alumni & Development office, duties include (but not limited to):

♦ Filing of confidential information in alumnae files
♦ Assisting in mailings
♦ Picking up and delivering important documents and packages from various offices on campus
♦ Assist in data entry into the database
♦ Sorting and distributing literature
♦ Working one on one with various staff members on assigned projects
♦ Assist with typing as required
♦ Desk coverage for staff when necessary

Requirements: We will provide an orientation to the student staff at the beginning of their service. The ideal candidate should be able to alphabetize, be efficient, show initiative, and must be able to maintain confidentiality.

Special Hours: The hours are limited between 8:30 and 4:30 Monday through Friday. Rarely are student assistants asked to work outside these hours.
FORENSIC SCIENCE

Number of Positions Available: 4 (2 graduate, 2 undergraduate)

Duties: Forensic Science Assistant I & II. Assist in set-up of laboratories including making unknown samples. Assist in the QC procedures of the program including making solutions and testing their ability to work properly. Maintain lab organization and cleanliness. Assist any Forensic Faculty/Staff with administrative duties including: typing, copying, grading, etc. Keep up with ordering, stocking and inventory of the Forensic Program.

Requirements: Forensic Science Assistant I (Undergraduate Students): Must be a student in the Forensic Science concentration, preferably juniors and seniors.

Forensic Science Assistant II (Graduate Students): Must be a graduate student in the Forensic Science Program or an undergraduate entering the Master’s program in Forensic Science.

If any spots are unfilled, consideration will be given to either additional graduate students in the Forensic program or additional undergraduate students including freshman and sophomores either in the Forensic program or with intent to enter the Forensic program.
GENERAL SERVICES / SAFETY AND SECURITY

Number of positions available: 1


Requirements:

- Friendly, outgoing, willing to learn
- Good clerical and computer skills
- Able to maintain confidentiality
- Valid driver’s license
- Eligibility to become van certified
- Ability to work independently
“HEALTHY U” PROGRAM

Number of Positions Available: 2

Duties: Coordinator to Assist the Assistant Athletic Director in the administration of the “Healthy U” wellness program. Responsibilities also include athletic and fitness facility supervision and fitness assessment.

Number of Positions Available: 2

Duties: Coordinator Assistant. Assist Coordinators in the administration of the “Healthy U” wellness program. Responsibilities also include to provide assistance in athletic and fitness facility supervision and fitness assessment.

Job Functions/Responsibilities:
1. Primary responsibilities will include a to-be-determined number of hours per week of supervising and facilitating the daily administration of health and wellness programs
2. Participation in the Healthy Student health and wellness program.
3. Program research, record keeping, data collection, communication with participants and preparation of visual media.
4. Assist the Assistant Athletic Director in the daily operations of the fitness center.
5. Assist the Assistant Athletic Director in the administration of intramurals and other programs offered by Athletics.
6. Assist with the development of proposals for equipment and instructional aids.
7. Additional responsibilities will involve: assistance in the development and application of program policies and procedures, the development of standard procedures of operation, management of the fitness center, general maintenance of equipment, provide input in the development of diverse, new and exciting recreational programs for students, faculty and staff.
8. Other occasional duties as assigned.

Desired Qualifications:
1. Reliability is an absolute must.
2. Excellent organizational skills.
3. Good communication and supervisory skills, patience and the ability to take initiative.
4. An interest in wellness and physical education.
5. Candidates with experience in the Athletics department, familiarity with fitness assessments (body composition, muscular strength & endurance, flexibility and cardiovascular testing), or group fitness are preferred.
6. Preference will also be given to candidates demonstrating familiarity with exercise programming and the ability to work productively with students and colleagues.
7. Desirable characteristics of the Coordinator are to be personable, honest, competent and responsible.
Number of positions available: 2

Duties: Student Assistant. General office assistance (photocopying, sorting mail, supplies); library work; some research and bibliographical assignments; other duties to be determined.

Requirements: Absolutely imperative that student assistants have some familiarity with the department disciplines and field and the kind of work or research expected of them; students need not be major, but should be sophomores or better with some history or politics course work.
HONORS PROGRAM

Number of positions available: 2

Duties: **Student Assistant.** Developing web pages; communicating with the College community; participating in other activities that will help the Honors Program grow.

Requirements: Junior or senior with interest and skills in computers, particularly the development and maintenance of web sites. Ideally, students should be in the Honors Program.

Note: One Student Assistant will work primarily with Professor Ward in the administration of The Honors Program.

One Student Assistant will work primarily with Professor Misanko in organizing Science activities and working with the Science students in The Honors Program.
HUMANITIES DEPARTMENT

Number of positions available: 1

Duties: Typing, using computers – specifically word processing and web design, helping faculty with gathering materials for research and teaching from library, picking up and delivering materials on campus, helping to organize student activities.

Requirements: Typing skills, computer knowledge, strong interpersonal skills, energy.
INFORMATION DESK

Number of positions available: 10

Duties: Information Desk Worker. Answer phone; give information in person and via phone, assist with facilitation of event sheets and set-ups; campus errands, inspection of TCC to seek out any problems such as burned out lights, chipped paint, stained ceiling tiles; add and update all TCC bulletin boards; setup and tear down equipment such as mics, data projector/laptop/screen/slide projector/TV/VCR and flip charts in TCC meeting rooms, Samuels Theatre, Harmon Hall or Alum Auditorium as requested; add and update information to campus TV in Allison Valentine’s office; and refill copier with paper as needed.

Requirements: Commitment to customer service, neat appearance, reliability, telephone skills; available 4pm to 10pm weekdays, and 9am-10pm weekends.

Hours: Approximately 3-4 hours Monday through Friday and 8-16 hours once per month on a weekend, which can be worked in the same weekend, or split between several weekends each month.
The Information Technology Student Consultant Program is an apprenticeship opportunity associated with student work. It aims to give students, while receiving an academic education, the skills and professional manners that will make them valuable to future employers. Student consultants are given the opportunity to make valuable contributions to the Cedar Crest community by helping their fellow students as well as faculty and staff with their technology needs.

The Student Consultant Program offers students the chance to:

- obtain professional training and hands-on experience while earning money
- gain real work experience in preparation for a position after graduation
- receive a work transcript detailing specific training received and areas of expertise
- obtain professional references for future job opportunities

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**Lab Consultant**  
$8.25/hr  
30 positions available

* Duties: Primary responsibilities include attending the computer labs and assisting students with application software and maintaining equipment (paper in printers, cleaning monitor screens, etc.). **Concurrent activities** are learning Microsoft Office (Word, Excel, Access and Power Point), Windows XP, and Internet Explorer/Netscape as well as network login procedures, email and troubleshooting techniques. Optional activities include learning software not on the required list (i.e. SPSS) and assisting Senior Consultants with hardware maintenance and repair.

* Requirements: Requires some basic familiarity with computers and campus network, sense of responsibility, desire to work with people, good communications skills, and motivation to progress.

* Hours Per Week: 6-8

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**Helpdesk Consultant**  
$8.60/hr  
6-7 positions available

* Duties: Primary responsibilities include answering calls placed to the campus help desk and entering them into the call-tracking database, resolving network login and email-related problems as well as any software application questions, user training, and some on-
site web page development consulting. Consultants may also assist IT staff members with network-related projects. Concurrent activities include troubleshooting software problems, creating new network user accounts, and maintaining user email accounts.

Requirements: Requires demonstrated proficiency in all areas listed for Lab Consultant, as well as demonstrated proficiency of network applications and an interest in helping users resolve their computing problems. The student must have the people skills required to answer phones, and the ability to troubleshoot computer issues after the initial training.

Hours Per Week: 7-8

Technical Consultant $8.60/hr 3-4 positions available

Duties: Primary responsibilities include troubleshooting hardware and software problems; maintaining repairs on computer facility equipment; setting up new systems for users; tracking equipment and assisting with inventories; and keeping record of service and maintenance calls. Concurrent activities include assisting IT staff members in installing and maintaining network system and audio visual hardware.

Requirements: Required demonstrated proficiency in all areas listed for Lab Consultant, as well as desire to progress in skills necessary in maintaining, troubleshooting and repairing PCs and printers.

Hours Per Week: 7-8
INTERNATIONAL PROGRAMS

Number of positions available: 1

Duties: Office Assistant - International Programs. Word processing, filing photocopying, answering telephones, routine office functions, errands on campus, some opportunity for work on special projects.

Requirements: Computer skills; sensitivity to confidential nature of Dean of Student Affairs issues essential; good organizational management and communication skills required; as is flexibility and a willingness to operate on a number of different projects.
LIBRARY

Number of Positions Available:  2

Duties:  Information Services Assistant. Maintaining a neat and orderly reference collection; assisting the Information Services Librarian in assigned tasks; responding to queries from campus departments and community patrons; working with the Information Services Librarian at the Information Services Desk; must work at assigned times during the lunch and/or dinner hour.

Requirements:  Completion of at least one semester of satisfactory service as a lending services student assistant; ability to communicate with peers and the general public; ability to present a professional demeanor to the library patron that she serves.

Number of Positions Available:  1

Duties:  Technical Services Assistant. Typing call numbers into database; placing plastic book jackets on books; other tasks associated with the cataloging process; arranging cards in preparation for filing.

Requirements:  Ability to type accurately; must be dependable.

Number of Positions Available:  2

Duties:  Serials Assistant. Check in, routing, claiming and shelving of periodicals received daily; preparation and processing of duplicate exchange and bindery shipments, updating files; shelf-maintenance; check-in, processing of microfilm; assisting the serials associate in tasks associated with invoice postings; file maintenance.

Requirements:  Ability to work independently; ability to pay close attention to detail; good judgment; reliability and accuracy in carrying out responsibilities associated with assignments; ability to concentrate in an active environment and to work with minimal supervision following a training period; typing skills; ability to alphabetize accurately; punctuality.
Number of Positions Available: 20

Duties: Lending Services Assistant. Following Lending Services Department procedures; operating the functions of an online circulation system; organizing overdue and fines notices; processing materials for reserve and monitoring the reserve collection; providing information services to the College community and general public; utilizing electronic databases; and performing other miscellaneous duties associated with circulation and reserve collection operations of the library; sorting and shelving books, straightening shelves, collecting fines, assisting in maintaining a neat and orderly library, assisting with the Lending of interlibrary loan materials and PALCI (Pennsylvania Academic Library Consortium, Inc.) requests; learning the OCLC system and CLIO software for managing ILL statistics; packaging material for delivery via Courier, USPS and UPS.

Requirements: Interest in library work and providing library services to patrons; dependability and punctuality in work schedule; reliability and accuracy in performing tasks; ability to work in an active environment with minimal supervision following a training period; ability to work well with others; good telephone etiquette; must work a shift on rotating weekends.

Number of Positions Available: 2

Duties: Acquisitions Student Assistant. Unpacking book shipments; collating newly acquired books; preparing Choice Cards to be sent to faculty; preparing faculty book orders for processing; online-pre-order searching for publication and price verification; assisting acquisitions associate with maintenance of photo duplicating equipment and supplies; filing and file maintenance.

Requirements: Ability to work independently; ability to pay close attention to detail; good judgment; reliability and accuracy in carrying out the responsibilities associated with assignments; ability to concentrate in an active environment and to work with minimal supervision following a training period; typing skills; ability to alphabetize accurately; punctuality.
Number of positions available: 9

Duties: **Interlibrary Loan/Media Student Assistant.** Use the SIRSI Library Integrated System, both Circulation and online public access catalog; Charge/Discharge material, register borrowers; handle faculty/staff reservations for media from the Cressman Library, loans from LVAIC Institutions and rentals as necessary; perform basic office skills and work independently; process borrowing requests for Interlibrary Loan and PALCI (Pennsylvania Academic Library Consortium, Inc.); ordering journal articles and book requests for members of the college community for items not owned by the library; contact patrons and transfer material to the Lending Services Desk; package items for Return via Courier, USPS and/or UPS; to learn the OCLC system, and CLIO Software for managing ILL statistics; and utilizing electronic indexes.

Requirements: Good computer skills; ability to work and think independently; dependable; flexible; possesses good judgment; ability to pay attention to detail and provide good customer service. Excellent phone manner.
NURSING DEPARTMENT

Number of positions available: 9

Duties: Student Assistant. Type reports; filing; errands; answer phones; duplicating; general office/secretarial duties.

Requirements: Computer literacy/word processing; reliability; typing ability.

Number of positions available: 1

Duties: Learning Resource Center Assistant – Junior Level. Ensure labs are neat and orderly; clean and restock supplies; assist in organizing and re-organizing supplies; ensure the Assessment Kits and Practice Boxes are stocked; monitor disposable supplies and report to CLRC when stock needs to be re-ordered; monitor the need for clean linens and assist with the laundry; manage the AV equipment and Camcorders; staff the labs during evening and weekend hours.

Requirements: Junior Nursing student currently enrolled or having completed NUR 309 or NUR 311; ability to demonstrate excellence in the following areas: interpersonal and communication skills, critical thinking and decision making skills.

Number of positions available: 1

Duties: Learning Resource Center Assistant – Senior Level. Meet weekly with the CLRC to review and prepare for the upcoming lab needs; assist in organizing and re-organizing supplies; prepare the lab equipment and supplies necessary for the scheduled skill demonstrations and review sessions; staff the labs and act as a resource person during evening and weekend hours; review necessary text and videos so that the LRCA is knowledgeable about the skills being reviewed and validated; assist Junior level nursing students with skill review and practice; proctor skill validation via videotaping.

Requirements: Senior nursing student who has successfully completed Junior level nursing curriculum and has demonstrated clinical proficiency as
identified by the nursing faculty and who is currently enrolled in or has completed NUR 330 and NUR 341; ability to demonstrate excellence in the following areas: interpersonal and communication skills, critical thinking and decision making skills.
NUTRITION DEPARTMENT

Number of positions available: 1

Duties: Student Assistant.

1. Maintains laboratory cleanliness by washing dishes, loading and unloading dishwashers, doing laundry, cleaning refrigerators, stoves, ovens, sinks, microwave ovens, and overhead vents.
2. Fills soap containers.
3. Cleans and organizes storage areas and office supplies.
4. Organizes kitchens and maintains an inventory on individual kitchen supplies.
5. Assists professors with shopping and prep work for food labs.
6. Updates department bulletin boards.
7. Photocopies as needed.
8. Typing as needed
9. Filing as needed
PERFORMING ARTS

Number of positions available: 6

Duties: **Box Office Assistant.** Take ticket orders over the phone for all departmental productions; correspond with ticket holders and group sale contacts; light typing; set up and run front of house box office for all performances throughout the year, count and deposit monies; keep tallies and house records, interface with printer for posters and programs. Publicize shows through posterng.

Requirements: Excellent phone skills; typing; good organizational skills and meticulous attention to records and numbers; skill with handling cash and charge receipts.

Special Hours: Some weekends per month required.

Number of positions available: 1

Duties: **Office Assistant.** Light typing; filing and general office work; running campus errands.

Requirements: Good organizational skills; typing and writing abilities: interpersonal skills; word processing skills helpful.

Number of positions available: 23

Duties: **Scene Shop Technician.** Build and assemble scenery and properties for productions; paint scenery; hang and focus lighting plot for productions; clean up and prepare space for performances.

Requirements: Physical strength helpful; must work weekday afternoons and some weekends when needed; will train to use equipment; creativity helpful.

Number of positions available: 10

Duties: **Stitcher/Costume Shop Technician.** Sewing and cutting of patterns for costumes; alterations of stock costumes; wardrobe organization for productions; maintain costumes and launder.
Requirements: Be able to read a pattern; sewing abilities beyond handwork; must work Monday and Wednesday nights and Saturdays, occasional conflicts can be worked out if given notice at the beginning of each term.

Number of positions available: 1

Duties: Office Assistant - Dance. Light typing; filing and general office work; running campus errands.

Requirements: Typing skills, phone skills.

Number of positions available: 1

Duties: Company Manager - Dance. Assisting dance company director with planning and paperwork for concerts.

Requirements: Organizational and interpersonal skills.

Number of positions available: 1

Duties: Office Assistant - Music. Light typing; filing and general office work; running campus errands.

Requirements: Typing skills, phone skills.
POSTAL SERVICES

Number of positions available: 8

Duties: Post Office Clerk. Operate cash register; sell stamps; stuff mailboxes; weigh and process USPS and UPS packages; process outgoing mail; mailing machine and computer used daily; good customer relations skills; deliver campus mail as needed.

Requirements: Must pay attention to details; enjoy working with people; good math, communication and computer skills; must be organized; ability to carry mail and packages up to 40 pounds on an as needed basis to help with delivery of campus mail; may be required to drive college vehicle for on campus deliveries.
PRINTING SERVICES

Number of positions available:  6

Duties:  Printing Services Helper. Wait on customers, help customers fill out work orders, answer phones, operate copy machines, do all finishing work (folding, collating, laminating, stapling, cutting GBC binding), help with campus Bulk Mailings.

Requirements:  Friendly; outgoing; must be able to show up at required times.
PSYCHOLOGY DEPARTMENT

Number of positions available: 4

Duties: Typing letters, forms, notes and memos; variety of departmental tasks; assisting on coding research data.

Requirements: Must be dependable, must be neat; an accurate typist; able to handle mechanics of written English effectively; ability to learn quickly and function with minimal instruction; will have to read handwriting of professional staff.
REGISTRAR’S OFFICE

Number of positions available:  4

Duties: Office Clerk. Data entry; filing and related tasks; mailings; telephone and receptionist backup; copying; special projects.

Requirements: Computer background; good communication skills; alphabetizing skills; eye for detail; reliable; flexible; well-groomed; confidentiality.
RESIDENCE HALL RECEPTIONISTS

Number of Positions Available: 60

Duties: Receptionist. Receptionist must sit at the reception desk and maintain the sign-in/sign-out procedures for visitation hours; in addition, they must respond to any emergencies that may occur, be courteous to all visitors and handle phone calls to the front desk.

Requirements: A receptionist is responsible for her assigned hours from the first day of each semester until the residence halls close at the end of exams. This is a very important aspect of the job and students should take this responsibility into consideration when applying. Each receptionist MUST WORK ALTERNATE WEEKENDS.
RESIDENCE LIFE OFFICE

Number of Positions Available: 4

Duties: Office Assistant. Typing correspondence; filing; making and hanging posters; assist in projects for Residence Life as required, data entry, making and hanging charts/graphs.

Requirements: Word processing skills necessary; willingness to learn; sensitivity to confidentiality; initiative; good telephone and interpersonal skills; willingness to help with a wide variety of tasks; creativity; dependability essential.
RODALE AQUATIC CENTER

Number of positions available:  5

Duties:  
Front Desk Receptionist. Answering phones; providing information to students and athletes in a professional manner; processing registrations for fitness, Red Cross safety classes and swim school; handling money; opening and closing the facility; running errands; keeping reception area clean; performing routine clerical tasks; other duties as assigned.

Requirements:  
- Excellent organizational, communication and customer service skills
- Thorough understanding of the mission of the Rodale Aquatic Center for Civic Health (RAC) and knowledge of its programs
- Ability to convey accurate information to students and athletes in a courteous and professional manner
- Sensitivity to confidential issues
- Proficient in Word and Excel
- Able to lift up to 35 pounds
- Able to respond in an emergency situation
- Must be reliable, flexible and punctual
- CPR certification is a plus but not required
SERVICE LEARNING

Number of positions available: 2

Duties: Service Learning Assistant.
- Plans and assists with major campus events such as Alternative Spring Break, and the record keeping for the Ethical Life Course
- Must be organized and creative
- Reports to the Director of Community Service Programs

Requirements: Typing ability, telephone skills, punctual and reliable
SOCIAL SCIENCES

Number of positions available:  4

Duties:  
Student Assistant: Typing, proofreading, photocopying, preparing outgoing mailings, and filing. Assist with Health and Wellness Conference during the spring semester. Perform library and on-line research by request of professors in the Social Sciences department. Assist with ordering media and books from the library. We offer flexible work hours.

Requirements:  
Must be friendly, energetic, able to work with other students, staff, and professors. General office knowledge is helpful, but we’ll train you. So nothing beyond general knowledge of Microsoft Office is necessary. Must also be honest, self-directed, with a good work ethic so you can complete your assigned tasks mostly on your own by setting your own priorities to meet each deadline. Being creative would be a great plus, as there are many projects that require knowledge of Microsoft Publisher software (again, we will train you) to produce posters, flyers, brochures, bulletin boards, and advertisements.
STUDENT AFFAIRS

Number of positions available: 2

Duties: Office Assistant. Assist with Orientation, student activities and other student affairs projects. Word processing, filing, photocopying, answering telephones, routine office functions, errands on campus, some opportunity for work on special projects.

Requirements: Computer skills; sensitivity to confidential nature of Associate Dean of Student Affairs issues essential; good organizational management and communication skills required; as is flexibility and a willingness to operate on a number of different projects.
Number of positions available: 2

Duties: **Student Worker.** Answer incoming phone calls and assist visitors by responding to general financial aid and student account questions. Take messages for office staff with regard to detailed financial aid and student account questions. General use of office software systems to access student records, execute electronic notation documentation, and schedule appointments for office staff. Assist with mass mailings and document scanning.

Requirements: Excellent customer service skills essential. Refined organizational skills and attention to detail necessary. Must be reliable and flexible should additional or altered hours be required in times of need. Pleasant/supportive manner and **ability to maintain utmost confidentiality** is needed when working with faculty, staff and students. General knowledge of financial aid and student account information helpful (we will provide training on more detailed information).