JOB DESCRIPTIONS FOR STUDENT EMPLOYMENT/FEDERAL WORK STUDY POSITIONS

Page

2 Academic Assistance Center
3 Alumnae Relations Office
4 Enrollment Management Office
5 America Reads Tutoring Program (must be eligible for Federal Work Study)
6 Art Department
7 Bookstore
8 & 9 Campus Activities and Ticket Office
10 Computer Lab
11 Dance
12 English/Writing Center
13-15 Food Service & Chellie Club
16 Housekeeping
17 Institutional Advancement Office
18-21 Library
22 Music Department
23 Institute for Women’s Leadership & Social Responsibility (BA students only)
24 P.E.O. Relations Office
25 Physical Education – Lifeguards & Secretary
26 Physical Education – Assistant to Volleyball Coach
27 Physical Education – Hinkhouse Facilities Assistant
28 & 29 Physical Education – Assistant to Athletic Director
30 Public Information
31 & 32 Residence Hall Receptionists
33 Science/Chemistry Lab
34 Service Center/Print Shop
35 Spiritual Life & Campus Diversity
36 Main Hall Receptionist
37 Student Wellness Position (Preference to BA students)
38 Theatre & Speech Department
39 & 40 Center for Women’s Leadership
41 You Tube Video Position
Job Description:

The student secretary will have a secretarial desk located at the entrance of the Academic Assistance Center. She will be the official greeter of students, staff and faculty who desire to use the resources located in the Center. As such, she must be dressed in attire that is appropriate for this position. Sloppy dress is not considered professional attire. Her job duties will include, but not be limited to, the following:

- Answer the phone and take messages for Center personnel.
- Assist students, staff and faculty in the use of the various computer programs located in the center's computer room.
- Assist students, staff and faculty in the use of the various videos located in the Center's conference room.
- Assist the Center's personnel in keeping the bulletin boards organized and up-to-date.
- Assist students, staff and faculty in locating dates from the hard-copy college catalogs and Internet.
- Assist the Center's personnel in publicizing events by creating, addressing and posting materials on the bulletin boards around campus.
- Assist the Center's personnel in sending out mailings on campus and off.
- Catalog and put on the shelves college catalogs as they are received in the Center.
- Get the mail from Main Hall once a day.
- Keep the reference books, located in the center, in proper order.
- Maintain the Center's collection of DVD’s from various colleges.
- Schedule appointments for Center personnel.
- Type letters as requested for Center personnel.
- Using the Xerox machine or Rizzo machine, make copies as requested by Center personnel.

This is a full time position. Due to the nature of the work done by the Academic Assistance Center personnel, two positions are needed.

Required Job Skills:

Must be able to type accurately. Must possess a working knowledge of Microsoft Word, PowerPoint, and Excel and a familiarity with computers. Must be able to take accurate phone messages. Must enjoy working with the public.

Remarks:

Evening hours may be necessary because of patron usage of the Center. Showing up for work, honesty, performing the assigned work, following directions, taking initiative, reliability, confidentiality, checking work for thoroughness and accuracy with attention to detail, interest in learning new skills; especially computer skills are mandatory.
Alumnae Relations Office Student Worker
Position Description

The Alumnae Relations Office student worker provides assistance to the coordinator of alumnae relations. The student primarily helps carry out the daily operations of the staff and assists in planning and organizing Founder’s Day, the main event organized by the Office of Alumnae Relations. The student will also communicate via phone, e-mail or letters with Cottey’s alumnae; organize Cottey’s student giving project; serve as the student representative on the Cottey College Alumnae Association (CCAA) Executive Board; connect existing students to the CCAA; and to collaborate with other staff members on special events. The Alumnae Relations Office student worker works under the immediate supervision of the coordinator of alumnae relations.

SPECIFIC AREAS OF RESPONSIBILITY

Founder’s Day:
• Attend and help with events during Founder’s Day weekend (in late March/early April).
• Help with formulation and implementing of ideas to improve the event.
• Participate in activities that encourage student involvement in Founder’s Day.
• Assist coordinator of alumnae relations in tasks to help Founder’s Day weekend be successful.

Data Management:
• Assist in updating information in Cottey’s database and Cottey’s online community.
• Assist with gathering correct contact information for Cottey’s alumnae. This could include calling, sending post cards, and e-mailing alumnae requesting accurate information.
• Maintain utmost confidentiality with all content encountered in the alumnae relations office.

Communication:
• Call alumnae donors to thank them for their donation.
• Assist in formulating communication pieces to be distributed to all alumnae.
• Serve as an intermediary between the alumnae office and the alumnae association and the student body.
• Assist in any other tasks deemed necessary by the coordinator in bettering communication with Cottey’s alumnae.

Student Giving Project:
• Work with Class Presidents and other student leaders to develop and implement plans for the Class Giving project.
ENROLLMENT MANAGEMENT OFFICE

Student Employee Supervisor: Jeane Fahle

Student Job Title: Office Assistant

Duties of student employees in the Office of Enrollment Management include:

- filing paperwork
- answering the phone
- assembling information packets for daily mailings and bulk mailings
- phoning prospective students
- periodically writing personal letters/postcards to prospective students
- using copiers/digital duplicator
- delivering mail to the Service Center
- folding and assembling applications and other printed materials
- completing high school visit and college fair cards to prospective students
- occasional campus tours for visitors (Golden Key President arranges for Golden Key tour schedule)
- errands for admission staff members (to administrative offices and faculty, etc)
- assembling packets for bus trip and visitation weekend visitors
- input of opinion on new publications, recruitment videos, etc.
- data entry
- other duties as assigned

A student who works in the Office of Enrollment Management is required to have the following job skills and or qualities:

- confidentiality
- honesty
- good social skills (must be a "people" person, over the phone and in person)
- respect for the P.E.O. Sisterhood
- good handwriting
- dress in appropriate office attire
- accurate and moderately fast typing skills
- good time management skills
- ability to work well with little supervision

The Office of Enrollment Management would prefer that a student who works in this office possess the following job skills and/or qualities:

- computer experience
- knowledge of admission process

Hours per week: A student who works in the Office of Enrollment Management is required to work 9-10 hours per week.

November 2011
America Reads Tutor

Truman Elementary School or Bryan Elementary School

Supervisors: Director of Financial Aid and School Counselors

Number of Positions: 2 – 3

Job Description:

These positions are community service positions. Students who are hired must be eligible for the Federal Work Study program. Students will assist teachers/school staff at local elementary schools in Nevada. The director of financial aid will hire students and then work with the counselor at the school for placement.

Regular classroom teachers will determine the children who need tutoring and the specific needs of those children in order to maximize the effectiveness of the tutoring.

Tutoring may be one-on-one or in group settings.

The tutor must have adequate reading skills; previous tutoring experience is preferred. Also, students who are planning on majoring in education are preferred.

Tutoring will take place during elementary school hours Monday through Friday.

The tutors will work from 5-9 hours per week and will be paid minimum wage.

Questions concerning this position should be directed to the Director of Financial Aid.

November 2011
Art Department

Supervisor: Art Faculty

Student Job Title: Art Department Assistant

**Job duties will include, but are not limited to the following:**

Assist art professors in preparing for art department activities.

Attend recruiting events such as "C for Yourself Academic Fairs and Open Houses, Founder's Weekend, etc.

Help install art exhibits in the Conway Student Art Gallery and elsewhere on campus as needed.

Assist art department in maintaining Neale Hall studios. This includes light repairs, maintenance and cleaning of equipment and tools, and house keeping.
Department: Bookstore

Supervisor: Lois Witte

Student Job Title: Clerk/Cashier

Job Summary: Provide overall assistance to Bookstore Manager including assisting customers, operating cash register, stock and straighten shelves and unpacking new merchandise when received. Required hours of work would fall between the hours of 9:30 a.m. - 12:00 noon and 1:00 p.m. - 4:30 p.m. Monday - Friday. A few times during the year, student may be asked to work on Saturday to help with special events on campus.

Requirements: Must be neat, courteous and trustworthy. Able to handle money and make correct change. Good customer service skills. Able to lift heavy boxes and books.

Preferred Skills: Cash register experience and general clerking experience.

Special Remarks: The Bookstore has a number of visitors, so it is important to be well groomed and dress appropriately. Jeans and casual shirts may be worn as long as they are in good taste. Remember the customer at all times - always be alert and cordial. If you have food or beverages, keep them at the desk and away from the counter. Always be punctual, and notify the manager if you are unable to work your regularly scheduled hours.

November 2011
BRIEF JOB DESCRIPTION
The Campus Activities and Calendar Office will hire two full-time student assistants. The position involves a variety of duties, including: creating, editing, and publishing the Cottey Connection; selling tickets; working with the Master Calendar; organizing and publicizing campus events; and assisting the coordinator of campus activities with program and meeting details. A more complete job description is attached.

REQUIRED JOB SKILLS AND QUALIFICATIONS
1. Must display a positive and willing attitude.
2. Must portray a positive image of Cottey while at work.
3. Must be responsible and able to work independently of close supervision.
4. Must be a self-starter and show initiative in performing job responsibilities.
5. Must respect the confidentiality of the office and the floor.
6. Must not be involved in nonrecognized student activities/traditions.
7. Must understand and be willing to carry out the duties as outlined in the complete job description to the best of her abilities.

PREFERRED JOB SKILLS AND QUALIFICATIONS
1. Preference given to second-year or third-year students.
2. Active in your first year in student organizations and other campus activities.
3. Interest or knowledge in the following fields would be helpful: Publisher/Word, performing arts, graphic arts, hospitality, journalism, English, and/or office skills.

REMARKS
1. Generally work 11 hours per week between 9 a.m.-12 noon and 1-5 p.m. on weekdays. Additional evening hours (7-8 p.m. will be required for selected performances.)
2. Some evening and weekend hours are required.
3. Some physical labor may be required.
4. Non-work related activities, such as surfing the Internet/Facebook for fun or checking personal e-mails are not generally appropriate.
5. The confidentiality of the Student Life Center must be respected.

**Student assistants are responsible for completing and turning in their own time sheets.

CAMPUS ACTIVITIES STUDENT ASSISTANT JOB DESCRIPTION

Cottey Connection
1. Create, edit, and electronically distribute the weekly Cottey Connection.
2. Contact appropriate individuals/offices to remind them of the weekly deadline.
3. Solicit articles and create/include interesting items.

Ticket Office and Ticket Distribution
1. Take ticket requests in person and over the phone.
2. Distribute tickets.
3. Collect and account for all monies.
4. Provide accurate and clear descriptions and directions to audience members and performers.
5. Coordinate sign-ups for road trips and other campus activities.
6. In addition to working your normal schedule, work 7-8 p.m. on the nights of selected major campus activities.
**Master Calendar/Facility Reservations/SchoolDude**
1. Provide advice and assistance about the Master Calendar and facility reservations
2. Check and confirm dates on SchoolDude.
3. Provide advice and assistance to students and employees using the Master Calendar/SchoolDude.
5. Enter facility requests into SchoolDude as needed.

**Program Management**
1. Assist in coordinating and confirming program details.
2. Assist students, employees, and organizations in designing attractive and effective posters and table tents.
3. Digitally duplicate/xerox posters and flyers, distribute printed materials, and announce program details through all-calls and dining room activities.
4. Assist in making performers and audience members satisfied with their campus experience.
5. Assist in uncrating, hanging, publicizing, coordinating, and crating art exhibitions.
6. Assist in creating theme weeks, educational and social programs, and Fun Fridays.
7. Create a campus-wide “service project.”

**Office Duties**
1. Answer the phone and assist walk-in visitors.
2. Type letters, memos, notices, and posters on the office computer.
3. Pick up and deliver mail daily to the offices in the Student Life Center.
4. Create attractive and relevant bulletin boards outside the office and in the Raney stairwell showcase.
5. Monitor campus bulletin boards and showcases for timeliness and compliance.
6. Provide research assistance as needed.
7. Provide input and ideas for campus events and activities.
8. Perform errands around campus, particularly those in Main Hall, Physical Plant, Food Service, the residence halls, and the Center for the Arts.
9. Assist with recycling.
10. Assist the coordinator of campus activities as needed.
11. Assist other Student Life Center staff members as needed.
12. Other duties as assigned.
Computer Labs - Academic Computers

Job Description

Computer Lab Assistant:

The job is to assist students, faculty, and staff with the use of computers in the Academic Computer Lab, Academic Support Labs, and the Resident Hall Computer Suites. This includes: loading paper into printers, removing paper jams, changing ink and toner cartridges, troubleshooting computer problems, keeping the computer labs clean and neat at all times (papers off of floor, push chairs in, etc.), and assisting users with basic computer functions (login on system, the internet, e-mail, computer applications, printing, and file management).

Required Skills:

Two students should have a background with computers. They should have an understanding of Window. Other competencies required are basic file management operations, copy, delete, move and disk operations such as scandisk, defrag, and formatting.

Preferred Sill:

Experience with MS Office products (MS Word, MS Excel, MS Power Point).
Experience working in a computer lab environment.
Experience with the Internet and e-mail.

Hours:

Need students able to work all hours, including weekends and evenings. The lab stays open until 1:00 A.M. 7 days per week. Each student should expect to work an average of 9 hours per week. This 9 hours must be divided between the Academic Computing Lab and the Resident Hall Computer suites.

The Academic Computer Lab needs two student workers to operate a full schedule.

Adam Dean

November 2011
Dance Department

Supervisor: Prof. Jo Byrnes

Job Title: Dance Student Assistant

Job Description
The Dance Student Assistant position requires general computer skills, strong organizational skills, and the ability to work unsupervised. The Dance Assistant creates flyers and programs for dance performances, maintains mailing lists for dance mailings and does other general office work, including creating documents, getting mail, purchasing supplies, making copies, etc. The Dance Assistant is responsible for maintaining the costume inventory (processing new costumes, pulling costumes, keeping track of loaned items, and maintenance--including doing laundry). Occasionally the Dance Assistant will be asked to attend evening dance rehearsals/performances to aid the Dance Professor with videography and/or general administrative tasks. The Dance Assistant maintains the Dance Company scrapbook, dance bulletin boards, and dance first aid kits. The Dance Assistant typically works 5-7 hours a week.
English/Writing Center

Supervisor: Dr. Pivak

Job Title: Writing Center Consultants

Job Description

Primary responsibilities include working with students on a variety of writing projects in one-on-one peer tutoring sessions, attending regular practicum meetings, and keeping track of student appointments.
Food Service

Director of Food Services:  Michael Richardson
Assistant Director:  Susan Collins
Student Worker Supervisor:  Marcie Hurshman (Dining Room/Catering Supervisor)
Food Service Manager:  Jean Foster

JOB DESCRIPTION / RESPONSIBILITIES

I. Salad & Deli Bar
- maintain supply of food items on salad bar during mealtimes
- maintain supply of items on the deli bar including bread and condiments
- keep soup pots supplied and cleaned
- restock crackers, condiment tray, salad dressing packets
- maintain supply of food items on hot food bar
- maintain supply of dishes for hot food bar
- keep area in a clean and sanitary fashion
- must wear gloves at all times when handling food
- clean glass on salad bar and menu signs
- assist as directed by full-time staff member
- sweep and mop salad bar and deli areas @ end of meals

II. Dining Room
- clean and sanitize tables and chairs in the dining room
- place chairs properly around the tables
- restock napkins, sugars, salt & peppers on tables.
- vacuum when necessary
- maintain and keep the table supplies cart cleaned and stocked
- clean menu boards
- take out trash.
- do not leave area without notifying staff supervisor
- assist as needed in other areas of kitchen

III. Front Line Service
- serve food items on the front line
- maintain clean equipment and work area
- provide food to service line
- clean and sanitize pans and inside of steam table
- clean doors on reach-in coolers
- clean and refill salad dressing containers
- sweep and mop service area floor
- must wear gloves at all times when handling food
- assist as directed by full-time staff member
IV. Dessert and Beverage

- supply silverware and trays to service stations
- keep cereal area clean / restock if needed
- keep glasses, cups and saucers supplied to beverage areas
- keep ice dispenser filled during and @ end of shift
- replace juice in dispensers as needed
- keep milk machines supplied
- monitor yogurt machine and add yogurt as needed
- restock ice cream cones, plastic spoons and plastic dishes for yogurt
- set out desserts and keep dessert station clean
- restock dessert dishes as needed
- make coffee as needed
- restock hot chocolate, hot tea, instant coffee packets and creamers as needed
- keep beverage line wiped down and clean
- sweep and mop front line area
- monitor waffle irons and keep waffle batter stocked, plates and toppings restocked as needed
- keep waffle irons clean

V. Dish machine

**Dirty End:**
- scrape dishes, cups, bowls, etc.
- load racks and silverware
- clean auger, rollers, and liquid drain after each use
- hand wipe conveyor area with hot soapy bleach water after each use
- sweep and mop behind dish machine
- place floor mat on dish machine
- clean all baskets and drains on dish machine at close
- remove all trash
- clean out silverware sink and sanitize
- when not busy, help “clean end” put away dishes, sort silverware or anything else that needs to be done
- do not leave area without first notifying immediate supervisor

**Clean End:**
- remove all dishes (do not remove from dish machine until they reach the designated point)
- air dry and put away in correct areas
- place cookie sheets on machine and remove when clean
- remove silverware and put to soak
- restock salad bar table, dessert tables and deli area with all plates, bowls, silverware, etc.
- sweep and mop “clean end” and under machine up to the front line area
- place floor mat on dish machine
- when not busy sweep and mop the back two isles and back sinks
- break down boxes
- do not leave area without notifying immediate supervisor

**Pots & Pans:**
- remove all pans from Front Line area
- scrub all debris from pots & pans and place on dishmachine
- sweep and mop back two isles and sinks
- wash all knives and put away
- assist “Dirty End”
- clean and sanitize sink and surrounding area
- clean agitator in sink
- clean out stainless steel scrub pads before putting away
- do not leave area without notifying immediate supervisor

**VI. Centennial Room Server**
- help full-time staff member with cleanup of Centennial Room
- serve meals in Centennial Room following rules of fine dining service
- put away dishes and silver
- dispose of trash

**VII. Prep Cook**
- collect ingredients for each of the recipes for the following day
- measure ingredients for recipes / chop vegetables
- clean up work area when job is completed
- work with the cook on duty in preparing the final dish
- fill out prep sheet
- assist in other duties as directed by staff supervisor

**VIII. Chellie Club Attendants**
- take food orders
- serve quality food items to customers
- provide good customer service
- clean and sanitize food preparation, serving and dining areas
- run cash register & make correct change
- report and communicate directly to Jean Foster or Susan Collins
- assist in other duties as directed by staff supervisor

**IX. Laundry**
- wash, dry and fold linen
- fold napkins for special occasions
- steam tablecloths
- maintain floors and equipment by cleaning and sanitizing
- keep all linens neat and organized
- assist in other areas as directed by full-time staff

**DEPARTMENT:** Housekeeping
TITLE: Student Housekeeper

SUPERVISOR: Connie Allen, Supervisor of Housekeeping
Neal Swarnes, Director of Physical Plant

GENERAL FUNCTION:
Work in assigned areas with a member of the Housekeeping Staff. Perform general cleaning duties daily, operate a vacuum, work from a 6' step ladder and related duties as assigned by the Supervisor, Lead Housekeeper, Office Manager, or Director of the Physical Plant.

DUTIES AND RESPONSIBILITIES
1. General cleaning: bathroom disinfection, sweeping, dust mopping, damp mopping, vacuuming, dusting, washing windows, and picking up trash in designated areas.
3. Work from a 6' ladder, assist in moving furniture (able to lift and carry objects up to 25 pounds).
4. Operate the following equipment: vacuums and wet vacuums.
5. Must present a neat appearance at ALL times. May wear: T-shirts, sleeveless shirts, sweatshirts, jeans, and slacks. May NOT wear: Tank tops, crop tops or shorts. All clothing should be free of offensive or derogatory print/pictures.**
6. Ability to set work priorities and to work independently in cooperative relationships with those contacted in the course of work duties.
7. Attend "Employee Right to Know" training.

MINIMUM ACCEPTABLE QUALIFICATIONS

Ability to read and understand product labels, equipment instructional manuals, and directions for cleaning.

Ability to follow verbal instructions; operate and maintain cleaning equipment as instructed; lift and carry objects up to 25 pounds; and work from a 6' ladder.

May require early morning hours

**Offensive or derogatory as outlined by the Cottey College Manual for Hourly Wage Employees page 7 item 2.15.

Department Name: Institutional Advancement
Supervisor Name: Carrie Dreyer, Administrative Secretary
Institutional Advancement

Student Job Title: Secretarial Assistant
Institutional Advancement

Job Description:

Institutional Advancement seeks a hard-working, detail-oriented, self-motivated and competent individual possessing secretarial skills. The person will be working with confidential information. Individuals should have basic working knowledge of a typewriter, excellent knowledge of the alphabet (for filing), be able to answer the telephone professionally and have a neat and clean appearance. The individual filling this position must be able to work with a variety of people accomplishing a myriad of tasks and projects.

The main duties of this work study position are filing, making files, retrieving files, typing envelopes/labels, preparing mailings with multiple enclosures, basic record keeping, photocopying, delivery of interoffice mail, and occasionally answering the phone.

The secretarial assistant for the Office of Institutional Advancement will assist the Office of P.E.O. Relations and the Office of Alumnae.

Required Job Skills: Filing
Typing

Preferred Job Skills: Telephone
Previous work experience

Number of hours per week: 10 to 12

Carrie Dreyer 11/2011
Library

Positions: Library Student Aides
  Library Student Manager Apprentice
  Library Student Manager

Students would start as student aides and would have the opportunity to progress up to the manager apprentice or manager position for 3rd or 4th year.

Apprentice Library Student Aide
  • Greets patrons.
  • Checks books and other items out, checks them in, and renews them.
  • Answers the phone. Can transfer a phone call to appropriate staff.
  • Knows the hours the Library is open.
  • Assists patrons with research
    o Can help a patron identify a book’s location and call number and find it.
  • Knows what staff member(s) are available for questions.
  • Prepares new books and other items to make them ready for library use.
  • Shelf Management
    o Shelves books and other library materials, using shelving slips to be checked by someone with experience.
    o Knows where her assigned section is, and shows evidence of making an effort to keep it in good order.
  • Other tasks, as assigned.

Junior Library Student Aide
  • Greets patrons.
  • Checks books and other items out, checks them in, and renews them.
  • Answers the phone. Routinely transfers the phone calls to appropriate staff.
  • Knows the hours the Library is open.
  • Assists patrons with research
    o Can help a patron identify a book’s location and call number and find it.
    o Can help a patron with searching Academic Search Complete.
  • Knows what staff member(s) are available for questions.
  • Prepares new books and other items to make them ready for library use.
  • Shelf Management
    o Shelves books and other library materials, using shelving slips to be checked by someone with experience.
    o Her assigned section is always in good order.
  • Other tasks, as assigned.

Senior Library Student Aide
• An experienced Library Aide who works independently with minimal supervision.
• Provides support to other Library Aides who are less experienced.
• Greets patrons.
• Checks books and other items out, checks them in, and renews them.
  • Authorized to use the “override” function in appropriate situations.
• Answers the phone. Routinely transfers the phone calls to appropriate staff.
• Knows the hours the Library is open.
• Demonstrates good judgment in enforcing policies when interacting with patrons.
• Assists patrons with research.
  • Helps patrons identify books and other materials that are appropriate for their assignments.
  • Help patrons with searching Academic Search Complete and other EBSCO databases.
  • Demonstrates a working knowledge of all the databases at Cottey and provides assistance for patrons doing research.
• Knows what staff member(s) are available for questions.
• Prepares new books and other items to make them ready for library use.
• Shelf Management
  • Experienced with shelving books and other library materials.
  • Her assigned section is always in good order.
  • Can be relied upon to check the accuracy of shelving done by other Library Aides.
• Prepares displays and changes them throughout the academic year.
• Can be relied upon to open and/or close the Library without supervision.
• Other tasks, as assigned.

Title: Library Student Manager

Date: June 2012

FSLA Status: Nonexempt

Reports to: Library Director

Job Summary: Under general supervision of the Library director performs a variety of library duties requiring responsibility and a thorough knowledge of policies and procedures, provides clerical assistance as needed, and performs related work as required.

Duties and Responsibilities

• Assists patrons with use of the library and its resources.
• Supervises the library and student workers in the absence of full time staff. Opens
and/or closes Library, as needed. Secures the building, the cash drawer and the
computers.

• Enforces the policies for computer security.

• Assists patrons with library research, including use of the MOBIUS catalog,
searching for articles, and locating resources on the Internet.

• Runs the front desk when scheduled for desk duty. Responds to inquiries in person,
by telephone, and by electronic communication and refers inquiries to other library
personnel, as needed.

• Prepares monthly statistical reports.

• Manages shelving of library materials and checks the accuracy of items that have
been shelved.

• Assists with the public appearance of the library, including but not limited to
maintaining the library's Facebook page and assisting with preparation of displays.

• Uses the MOBIUS system and receives training for updates on it.

• Performs other related duties as required.

Knowledge, Skills, and Abilities (established by supervisor)

• Ability to work effectively with others.

• Ability to learn rapidly, interpret and apply organizational policies.

• Ability to work independently in the absence of supervision.

• Knowledge of correct English usage, grammar, spelling and punctuation.

• Ability to communicate tactfully and effectively in both spoken and written form.

• Knowledge of basic mathematics.

• Skills of modern office methods, procedures, equipment and filing systems.

• Skill of telephone techniques and receptionist responsibilities.

• Skill of accurately compiling and maintaining records and preparing reports.
• Ability to follow oral and written directions.

**Credentials and Experience**

Two years of college or an equivalent combination of education and experience.

**Special Requirements**

• Willing to work holidays and weekends as requested by Director of Library.

• Willing to be flexible and perform duties not specifically stated in the above description as requested by Director of Library.

**Learning Outcomes**

II. Ability to employ various technologies as tools to collect, apply, analyze, and disseminate information

X. Ability to be active contributors toward positive change through leadership, teamwork, and civic engagement
Department: Music

Supervisor: Music Faculty

Student Job Title: Music Department Assistant

Job Description: To be of access to all members of the music department to perform secretarial duties.

Required Job Skills:
- photocopying
- word processing skills
- filing skills
- able to read music
- facility with music notation software, such as Sibelius
- other projects as assigned by supervisor

Special Notes:
- The work study employee is required to post and keep regular office hours.
- The work study employee should work at least 10 hours per week, preferably 12.
- The work study employee will use the choral library as her office.
- The work study employee will speak with each faculty member of the music department on a regular basis to see if there is work to be done.
- The work study employee will check in with the supervisor each day and is responsible for filling out her time sheet as well as turning it in to the office of Financial Aid.
The Institute for Women’s Leadership & Social Responsibility

Sonia Cowen, Executive Director

The Institute for Women’s Leadership and Social Responsibility offers students the opportunity to apply their knowledge of and skills as leaders in a laboratory environment by enabling them to undertake specific projects within the Institute’s mission that benefit the respective students’ need for evidence of their performance as managers and leaders in “real-life” situations.

These opportunities exist as specific leadership positions for BA majors who would serve as student directors of specific assignment areas within the Institute’s mission. Each position is designed to enable the student (1) to apply her knowledge of management and leadership in the execution of specific assignments and in accordance with expected levels of performance and timeliness; (2) to enable the student to take ownership of the Institute’s development in terms of addressing the interests of the BA students; (3) to enable the student to access a salary for work accomplished satisfactorily; and (4) to enable the Executive Director of the Institute to evaluate the student’s performance in terms of readiness for the job market and in generating a letter of recommendation as regards “evidence of leadership accomplishments” that the student could add to her portfolio.

The cadre of students assigned to these student director positions will be collectively referred to as the Institute’s Leadership Evolution and Action Dignitaries (I-Lead).

Each I-LEAD student director would have the option to work with interested AA or BA students, who would be volunteers, to create project teams associated with their respective assignments. Participation on these teams would enable students not identified as the Student Directors to engage also in leadership development and approved programs of study at Cottey to gain advanced leadership opportunities that would draw upon the experience of their first two years of study at Cottey, or perhaps their work experience at or prior to their enrollment at Cottey. This additional exposure to leadership opportunities would widen the ability for associate as well as baccalaureate students to apply their knowledge of sound leadership practices – and it would widen leadership opportunities for those students who may not have had the opportunity to lead a Cottey-based club or social service. Ultimately, they will be engaged purposefully in the advanced development of their leadership skills and networks while assisting Cottey and Institute in realizing their missions to better serve students’ needs for the “practical” application of their leadership knowledge, competencies, skills, values, and talents. In addition, both AA and BA students would have the option to serve voluntarily as members of project teams selected and led by a respective student director. Each student director would be responsible for notifying and meeting regularly with members of that team and would make a presentation to the cohort of I-LEAD on a regular basis to provide a report of tasks in progress and tasks achieved. The cohort of I-LEAD would meet regularly with the Executive Director of the Institute.
Department Name: Alumnae Relations/P.E.O. Relations

Supervisor Name: Delene Fulton

Student Job Title: Secretarial Assistant

Job Description:
The office of Alumnae and P.E.O. Relations seeks an organized, honest, motivated individual with good working skills. Keeping information confidential, accuracy, and attention to detail is required. The individual filling this position should be courteous in working with others and have the ability to work well on their own. Neat appearance and conservative dress attire is required.

Duties of the position will consist of filing, making copies, assisting in mailings, assembling packets, packing and sending orders requested by alumnae and P.E.O.s, delivery of interoffice mail, and other duties as assigned.

Preferred Job Skills: Filing
                          Typing
                          Previous work experience

Number of Hours: Nine to ten hours per week.
Physical Education – Lifeguards & Secretary

**Supervisor:** Theresa Burger Ext. 2258

**Student Job Title:** College Lifeguard

**Job Description:** Employed to guard aquatic classes and / or open swim hours, called Rec Swim. Must hold current certification with the American Red Cross in Lifeguarding or Ellis certification in Lifeguarding, CPR for the Professional Rescuer, and First Aid. This job requires the application of skills, knowledge and techniques necessary to prevent aquatic accidents. It is more than enforcing rules; it is protecting the swimmers that swim in the facility. Employee MUST have special physical skills, knowledge, maturity and training to supervise the aquatic facility.

- Remain watchful and alert with a constant readiness to act
- Demonstrate physical endurance
- Demonstrate emotional maturity to hold a responsible and potentially dangerous position
- Enforce all pool rules and regulations
- Dependable
- To have judgment and tact and to use good public relations techniques
- Have all patrons sign in, guest must have guest passes. If a guest does not have a guest pass they must fill out an emergency contact form
- Work programmed assignments
- Attend guard meetings and in-service training sessions
- Be familiar with the Emergency Action Plan for the facility and the lifeguard handbook.
- Demonstrate skills-level VI of swimming and lifeguarding rescue techniques
- Keep pool area clean and tidy by putting equipment away after each shift.
- Utilize lane lines for classes and recreational swim when necessary and appropriate, this includes putting lane lines in and taking them out on your shift.
- Other duties assigned

The position may require evening work assignments and week-end duty.

**Student Job Title:** Department Secretary

**Job Description:** Employed to serve as secretary to faculty members in the physical education departments. This position requires computer knowledge, typing, filing, etc. This position may also include cleaning CPR manikins and other sport equipment, loading and unloading 35 pound scuba tanks and other duties assigned.
Physical Education – Assistant to Volleyball Coach

Supervisor: Marla Kannady Foreman

Job Description

The student worker will be expected to report to Coach Foreman 4-5 hours per week, to be determined according to the students class schedule, and between the hours of 9am & 4pm.

Below is a list of duties she will be engaging in during her work hours:
* Keeping supply of ice bags for injuries in freezer, as well as maintaining a clean training room area
* Keeping a good supply of fitness room towels in the fitness room that have been laundered
* Manage a clean/sanitary fitness room area
* Pack supplies/uniforms/travel gear/medicine kit for volleyball road trips, along with loading coolers with various drinks.
* Help maintain final volleyball stats sheets throughout the season onto standard form
* Help with stuffing and addressing envelopes for recruiting/office letters going out in the mail
* Help with recruiting information which need to be consolidated to one form
* Help with making copies of various needed materials throughout the year
* Run misc. errands all over campus throughout the year
* Help with doing inventory on volleyball supplies/gear.
* Manage/Supervise fitness room activities throughout the year
* Be available for additional duties, which may not be mentioned above.
Physical Education – Assistant to Athletic Director

Supervisor: Dave Ketterman

Student Job Title: Athletic Assistants

Job Description: Athletic Assistant position will serve as assistant to the Athletic Director. This person will do basic athletic and office tasks as well as other duties assigned by the Athletic Director.

Duties:
1. Basic office duties: typing, filing, faxing, making copies, assisting in mailings.
2. Washing of uniforms, practice gear, and towels.
3. Sweeping gym floor.
4. Help set-up and take-down equipment in the gym for volleyball, basketball, and campus activities.
5. Compile stats from games.
6. Make copies of game tapes/dvds.
7. Assist during volleyball matches as assigned by Athletic Director.
8. Assist during basketball games as assigned by Athletic Director.
9. Assist during softball games as assigned by Athletic Director.
10. Monitor gym, locker room, Fitness Center, game room, laundry room, and study room during scheduled activities.
11. Monitor Fitness Center for supply of towels, sanitizing wipes, cleanliness, obvious repairs to equipment, and pick-up of equipment.
12. Run errands on campus to include mail pick-up and delivery, and posting announcements and schedules.
13. Maintain supply of ice bags in equipment room refrigerator.
14. Other duties as assigned by the Athletic Director.

Hours: This is a full-time position responsible for 9-10 hours per week.

Required Job Skills: Ability to perform basic office tasks, and working knowledge of fitness/aerobic training, sporting events, and intramural activities.

Dave Ketterman
Athletic Director
Women's Basketball Coach
August 2011
Physical Education – Hinkhouse Facilities Assistant

Supervisor: Professor Polon

Job Description:
The person filling this position should be able to assist in the maintenance of gymnasium, Fitness Center and other Hinkhouse equipment and facilities. The position may require checking equipment in and out of the equipment room at times.

Duties:
1. Check ID cards of student, staff, and faculty when required.
2. Check guest passes issued by student life to individuals entering the gym who do not fit under the categories of student, staff, or faculty.
3. Make sure parent, who is employed by the college, accompanies any child under the age of eight who is entering the gym, or 16 years old in the weight room.
4. Check in and out equipment during open gym hours
   - Do not check out equipment that may be needed the next day for physical education classes
   - Only you are allowed into the equipment room, do not allow other students to enter the equipment room.
5. Enforce rules and regulations of the gym
   - No food or drinks in the gym unless its a game night. Water is acceptable.
   - No black soled shoes allowed on the floor. No street shoes.
   - No running up and down the bleachers when pulled out.
   - No misuse of equipment
   - Monitor visitors to Hinkhouse. Any abuse of College property should be reported to security.
6. Maintain equipment room, equipment, gym, and Fitness Center
   - Clean mats
   - Clean and air exercise balls
   - Sweep gym floor and equipment room floor
   - Keep the equipment room area neat and organized
   - Vacuum the Fitness Center floor
   - Sanitizing handles and seats on weight training equipment
   - Clean mirrors
   - Dust and lube Fitness Center equipment as needed
7. Secretarial work to include
   - Photocopying
   - Checking mail daily
   - Researching information for studies as needed
   - Confidentiality is a must!
8. Other duties may be assigned as needed.
Hours:
A work schedule will be agreed upon after the student has registered for classes. Most hours will be during the week but evening and weekend hours may be required on occasion for special events. Students will work approximately 9-10 hours a week.

Required job skills:
Students need to have some knowledge about several sports other than water activities. Knowledge on use of the Fitness Center equipment is essential.

Full-time:
This position is considered a full-time work study position.

11/11
Department Name: Public Information Office

Supervisor Name: Linda Russell

Student Job Title: Public Information Graphic Arts Assistant

Job Description: Complete various graphic design and photography projects as assigned by the director of public information. As needed, reading area newspapers for Cottey events, alumnae and P.E.O. deaths, and topics associated with women in college; updating newspaper clippings; filing; making photocopies; using the duplicator to copy The Chronicle and various other print projects; delivering items to various locations on campus; changing the Main Hall message board (located outside) as Cottey events arise; on occasion answering the phone and taking a brief message; and as work is needed, assisting in the Office of P.E.O. Relations, Office of Alumnae, and Institutional Advancement.

Required Job Skills: Previous experience with Photoshop and Illustrator required. Must have excellent spelling skills, have the ability to run the copier and duplicator, and work well with staff in several departments.

Number of Hours: 10 hours maximum.

November 2011
Residence Hall Receptionists

Hall Supervisors: Individual Hall Directors
P.E.O. Hall
Reeves Hall
Robertson Hall

Immediate Supervisors: Individual Head Receptionist for each residence hall.

Number of Positions: Ten each in P.E.O. and Reeves Hall, eleven in Robertson Hall

Job Description:
Receptionists will be expected to:
- greet and assist guests to the residence halls
- answer the telephone and transfer phone calls to suites and individuals
- notify residents through the use of the intercom of announcements or guests
- announce and sign-in male guests during designated hours
- monitor access to suite areas by non-residents
- serve as a communication link between residents and hall staff, campus offices or security personnel
- enforce applicable college rules, policies and procedures
- act in emergency situations
- distribute the U.S. and campus mail, packages, messages and other information to residents.
- monitor the parlor area and to maintain the orderly appearance of the parlor area
- work scheduled hours as assigned through the end of the year or semester, arriving on time and dressed appropriately as described in the desk procedures book
- attend receptionist meetings or training as required
- perform other duties as assigned by the Hall Director, coordinating of housing, head receptionist, or dean of student life

Required Job Skills:
Excellent communication skills including:
- good command of the English language, both written and verbal
- good phone and message taking skills
- pleasant and welcoming personality

Responsibility in job performance including:
- working when scheduled
- adhering to and enforcing the policies for the position

Special Notes:
- Evening and weekend hours are part of this position
- Receptionists are sometimes required to work during campus events such as Founder's Weekend, Commencement Weekend, Family Weekend, etc.
-Expectations, policies and job responsibilities are detailed in the procedures book at each desk

**Number of Hours:**
The receptionist desks are manned 102 hours weekly. Receptionists will be scheduled to work at any time during the hours that the desk is open. Receptionists work an average of ten hours per week.

Receptionists will work a maximum of 3050 hours during the academic year.

November 2011
Science/Chemistry Lab

Supervisor: Dr. Ganga Fernando

Job Description:

1. Preparation and dispersal of laboratory materials prior to class meeting
2. Removal of laboratory materials upon completion of class
3. Maintain orderliness of preparation areas, glass room and chemical stockroom
4. Maintain inventory
5. Maintain M.S.D.S. files
6. Wash and shelve glassware and miscellaneous laboratory supplies
7. Care for live plants and maintain prepared specimens
8. Perform general office work including typing, filing, picking up mail, running errands
9. Assist in monitoring some laboratory exercises

Special Qualifications:

It is beneficial if students have prior experience in a chemistry laboratory. Participation in a high school chemistry course should be a minimum requirement, but experience as a laboratory assistant or laboratory worker is preferable. Experience with computers is beneficial. If the student is an incoming first-year, it is preferred that she plans to enroll in General Chemistry 1 (CHE 103) her first semester at Cottey.

Job Requirements:

1. Students will meet with Dr. Fernando early during the first week of Classes to schedule hours for work study.
2. Students should expect to schedule 9 hours per week of work study employment and be available for work during the scheduled hours.
3. Students will attend a safety and orientation meeting early in the semester during their first semester of employment.
4. Students will use proper safety precautions at all times in the laboratory.
5. Students will close the door to the stockroom when they leave the laboratories and when the stockroom is not in active use.
6. Students will check with the Science and Mathematics faculty for additional work if they complete their assigned tasks early.
7. Students will fill in the number of hours worked each day on the time sheet. The student will total her hours each week.
8. The student will notify Dr. Fernando (x2215) if she is not able to report for work. This notification should be given prior to the scheduled work period.

September 5, 2005
Service Center/Print Shop

Supervisor: John Shopper

Job Title: Student Assistant

Job Description

The student assistants will provide assistance to other students, faculty, and staff who need help in the service center. The main tasks include:

- Operating the postage machine
- Sorting mail into mailboxes
- Preparing mail for pickup by post office
- Assisting with copy machine
- Assisting with digital duplicator
- Assisting with shredding machine
- Restock the shelves with paper/supplies
- Answer the phone
- Assemble/collate documents

The student workers must be polite and able to make change. There may be other miscellaneous duties assigned by the supervisor.

April 2013
Duties of Student Worker Position:

**Summary of Position** - Performs varied office and related technology work for the Diversity and Spiritual Life (including but not restricted to):

1. Copying, filing, sorting and compiling hard copy packets of information.
2. General phone coverage when I am out of office
3. Running errands around campus
4. Designing PowerPoint for presentations
5. Designing diversity and spirituality flyers
6. Reporting any Diversity and or Spiritual important issues that need to be addressed
7. Use her educational skills in her creativity (Explore some of her business)
8. Participate in daily job evaluation meetings
9. Other duties as assigned

**Daily routine requirements:**
- Arrive for scheduled work hours promptly
- Adhere to code of confidentiality related to both diversity and spirituality
- Dress code-business casual
- Maintain work area and equipment in a clean orderly condition

**Task Competences:**
- **Equipment used**-Office computer, telephone, printer, copier, files, storage cabinets;
- **Software used**- Microsoft Word, Internet explorer, publisher, PowerPoint

**Core Competences:**
- **Accountability**- Takes personal responsibility for all work activities and personal actions and acknowledges mistakes and failures without blaming others.
- **Dependability**- Strives to complete activities/projects in a timely manner on or before scheduled deadlines with few errors.
- **Interpersonal Skills**- Demonstrate an ability to work effectively with others and to interact well.
- **Respect and Valuing Diversity**- Demonstrate the ability to recognize, understand, accept and appreciate the value of workplace diversity, respect the practices, values, and points of view of other individuals and groups.
- **Ethics**- Demonstrate the ability to adhere to an appropriate and effective set of core values and beliefs and to act in line with those values.
- **Quality Assurance/Attention to detail**- Accomplishes tasks through concern for all aspects of job, no matter how small. Accurately checks processes and tasks and follows up.
- **Team Work**- Shared responsibilities and healthy communication skills exercised
Department: Main Hall Receptionist

Supervisor Name: Linda Lee

Student Job Title: Receptionist/Student Assistant

Position & Hours:

- Two half-time positions
- 10:00 - 10:30
- 12:00 - 1:00
- 4:00 - 4:30

Job Description:

- Operate a multi-line telephone console; receive, screen and route calls to their appropriate destinations.
- Greet visitors and staff in a professional and friendly manner.
- Direct visitors to appropriate person or department.
- Send and receive faxes.
- Fold, stuff, and seal letters and envelopes.
- Collate papers.
- Various clerical duties.

Knowledge & Abilities:

- Good communication skills
- Knowledge of proper English usage.
- Positive attitude.
- Maintain confidentiality.
Cottey College

Student Wellness Work-Study Job Description

The student wellness employee will assist the Wellness Coordinator in carrying out the mission of the student wellness program which is to empower a culture of wellness through which students become conscious of and make choices toward embracing the seven areas of wellness: emotional, environmental, intellectual, occupational, physical, social and spiritual.

RESPONSIBILITIES:

- Assist the Wellness Coordinator with developing program goals and strategies for the student wellness program.
- Help develop, publicize and implement wellness workshops, presentations, information, and activities.
- Coordinate, document, and evaluate student wellness programming.
- Have weekly contact/communication with Wellness Coordinator.
- Seek out opportunities to work collaboratively with student organizations and other campus departments to create, publicize, and deliver wellness programs and activities.
- Other duties assigned as the position evolves.

QUALIFICATIONS:

- Have a strong interest in wellness education and promotion.
- Ability to collaborate with various campus constituents.
- Excellent oral and written communication skills, including a willingness to speak in front of an audience.
- Ability to work as a team and independently.
- Must be able to organize and manage a variety of projects simultaneously.
- Ability to be a role model for responsible and healthy lifestyle choices.
- A third or fourth-year student in good standing with the College.

TIME COMMITMENT:

Approximately 10 hours per week
Theatre and Speech Department

Supervisors: Professor Michael Denison and Dr. Rusalyn Andrews

Submitted 11/11/11

Assistant in Theatre and Speech

This is a full-time position providing academic and production support for faculty in the Theatre and Speech Department. Position involves mostly backstage work, preparing sets, sound, props, and/or lights as directed by faculty for productions and working with production crews. Also general organization and maintenance of the backstage area and scene shop. There will also be some library research, word processing and running errands.

The job averages 9 hours per week but actual hours worked may vary from week to week. A basic work schedule will be developed with additional hours assigned as needed during production weeks and visiting road shows (C.L.A.S.S. Acts) Some night and weekend work.

Skills required for this position:
- Ability to work independently, without direct supervision
- Ability to categorize and organize items and tasks
- Resourcefulness and problem-solving skills
- People skills in dealing with visiting artists
- Ability to do basic word processing
- Basic skills with hand tools a plus
- Must be prompt and dependable
- An interest in theatre is desirable.
**Center for Women's Leadership**

400 S. College, Ext 2204

Supervisor: Denise Hedges

Title: Leadership Assistant

The incumbent will perform a variety of tasks as assigned by the CWL's director, either alongside the director or--on some occasions--in the director's absence. Duties might include, but are not limited to, the following:

- Greeting the public during scheduled or drop-in visits, providing brief tours, and answering questions about CWL's mission and programs.
- Answering the telephone / returning informational calls.
- Facilitating the Kitchen Cook-Off team building activities.
- Composing and word processing simple business correspondence utilizing information supplies by the director.
- Assisting with publicity for functions held at CWL.
- Assisting with logistics of arranging for/ hosting visitors who stay overnight at CWL.
- Serving as an "information ambassador" to student groups regarding activities at CWL.
- Assisting with mailings and data base management.
- Providing evaluative feedback to CWL director from a student perspective.
- Assisting with special projects such as web page design / maintenance.

Ability to perform the following will be helpful but is not required as a condition of application, nor will the ability to perform the following be given any weight in the consideration of applicants:

- Walking or biking to / from Main Hall for mail pickup and service center, performing other campus business errands.
- Assist with preparing Sunday Suppers and snacks
- Assisting with setup and cleanup of events at CWL
- Lifting of items weighing up to 10 lbs. (setup / takedown of chairs or shared lifting of a folding table, for example)

**Job Skills Needed:** Work processing and proofing own work; basic data base management sills or aptitude; ability to speak comfortably and extemporaneously with visitors; strong grammar and spelling; polite telephone manner.

**Personal Skills:** Punctuality, dependability, enthusiasm for CWL's mission, appropriate dress for meeting the public when in work status.
**Hours:** 9-10/ week on average--exact hours, some of which may be flexible while others fixed, to be established in coordination with incumbent's fall class schedule. Work schedule may involve weekends and evenings.

November 16, 2011
#### YouTube Video Position

Supervisor: Professor Michael Denison, Department of Theatre and Speech

Submitted 11/11/11

This is a full-time paid position for student planning a career in film, television or media. The student will have access to a professional-grade Canon XH A1 video camera and a two-monitor high-speed computer loaded with Adobe Premiere Pro and other video editing software in an editing bay off of the computer lab in RBAC. The student will be expected to record, over the course of the academic year, as many important or typical events as possible, in order to create an archive of these events and in order to create professional level interesting and informative YouTube videos to help publicize Cottey College. The Intern will be allowed to assign as many as two assistants who will also have access to the equipment, but who will not be paid.

Skills required for this position:

- Creativity, ability to write short scripts and create short documentary films
- Ability to use video cameras and ancillary equipment
- Ability to use video editing and related software
- Ability to work independently, without direct supervision
- Resourcefulness and problem-solving skills
- People skills, interviewing skills

We can teach the intern some of the required skills, if they are not yet fully developed in her.