

FALL & SPRING 2008-09

WORK STUDY JOB LISTINGS

Leesburg Campus

Academic Affairs: Office Assistant – Help with general clerical duties and help process student evaluations. 5-10 hours weekly.

Admissions/Records: Student Assistant – Assist with the collection, alphabetizing, and filing of records. Assist with auditing and scanning documents.

Athletics: Complex Worker – Assist with field maintenance, preparation of playing field, and laundry of practice and/or game clothing.

Student Assistant – Assist with daily office assignments, phone calls, mail pickup and delivery, and maintaining message boards.

Athletics/Intramurals: Intramural Assistant – Assist in conducting various intramural events and activities. Assist in officiating, scoring, and conducting contests and other duties as assigned.

Bookstore: Sales Associate – Wait on customers, answer phones, check in merchandise, and straighten shelves.

Campus Wellness: Wellness Assistant – Assist with the daily operations of the facilities (Wellness Center and Fitness Center), monitor the centers during operational hours, assist with maintenance of equipment, and other duties as assigned.

College Relations & Marketing: Assistant – Responsible for collecting, copying, and archiving press releases. Assist in updating forms for other departments, and other duties as assigned.

Equity Office: Student Assistant – Copying, sorting, filing, and collating documents, booklets and brochures. Other duties as assigned.

Foundation: Office Assistant – Bulk mailing, pickup newspapers and clip all LSCC articles, assist with setup for Magnolia room, answer phones, filing, and other duties as assigned.

Human Resources: Student Assistant – Shredding, filing, creating new employee packets, greet & assist visitors, answer phones, and updating Rules and Procedures manuals.

Learning Center: Student Assistant, English – Typing, filing, answering phones, and working with tutors and students.

Student Assistant, Math – Assist students in the math lab. Suitable math background required.

New Directions/Career Center: Assistant – Assist in keeping textbook lending library, answer telephones, helping with New Directions program and other Career Center activities as assigned.

Purchasing/Mailroom: Student Assistant – Filing, copying, faxing, help with sorting mail, answering phone, log incoming packages. Help with inventory and other departmental reports.

Reading/Communications: Reading Lab Teaching Assistant – Responsible for programming individual performance levels into reading software applications, filing, recording performance grades, answering phone, and other duties as assigned.

Science: Chemistry Lab Assistant – Assist with the daily duties of the Chemistry Lab. Completion of CHM 2045C and ability to lift 50lbs. required.

Physics Lab Assistant – Assist with the daily duties of the Physics Lab.

Television Studio: Student Assistant – Work as studio camera operator, shoot and edit video productions, and assist in other TV studio operations.

Clermont Campus

Admissions: Student Assistant – Answer telephones, sort & deliver mail, make copies, maintain information station, filing, and other duties as assigned.

Learning Center: Student Assistant, English – Typing, filing, answering phones, and working with tutors and students.

Student Assistant, Math – Assist students in the math lab. Suitable math background required.

Library: Student Assistant – Provide assistance with Office applications in computer lab area, check library materials in and out at service desk, Assist library patrons with access to databases and library catalog, and other duties as assigned.

Sumter Campus

Learning Center: Student Assistant, English – Typing, filing, answering phones, and working with tutors and students.

Student Assistant, Math – Assist students in the math lab. Suitable math background required.

Library: Library Assistant – Register new borrowers, charge books in and out, assist with the cash drawer and photocopy change compartment, PC maintenance in the library, assist with College Placement Testing, and other duties as assigned.