

FALL & SPRING 2009

WORK-STUDY JOB LISTINGS

Leesburg Campus

Academic Affairs: Student Assistant – Help with general clerical duties and help process student evaluations. Perform other duties as assigned.

Admissions: Student Assistant- Assist the Admissions staff with retrieving and filing student records, scan student records to check for accuracy, and perform other duties as assigned.

Athletics: Student Assistant (Office) – Assist with daily office duties such as accepting phone calls, taking messages, and visitor information. Must also assist with daily mail delivery and pick-up, and perform other duties as assigned.

Student Assistant (Intramurals) - Assist Intramurals Coordinator with various campus intramural events and activities. Assist with securing and keeping up with inventory of intramurals equipment and perform other duties as assigned.

Student Assistant (Field Worker) – Assist with field maintenance of respective teams sports; preparation of playing field, ranking individual clay areas, painting bases, and sanding pivots; perform other duties as assigned.

Business and Technology: Student Assistant- Must be familiar with computers and software such as Word and Internet Explorer. Assistant will have other general duties relating to maintaining orderly, clean, and properly supplied computer rooms.

Financial Assistance: Student Assistant- Assist with general clerical duties. Must have good telephone, customer service, computer and filing skills, Student will also perform other duties as assigned.

Foundation: Student Assistant- Assist with bulk mailings, pick-up newspapers and clip all LSCC articles, assist with set-up for magnolia room, answer phones in the absence of Foundation staff, inventory, ordering supplies, filing, and help with all Foundation special events, and perform other duties assigned.

Information Technology: Student Assistant- Must be comfortable with Microsoft office including Outlook; light office duties; hardware repair and software install experience. Perform other duties as assigned.

Learning Center: Student Assistant (Desk) – Must have office skills such as typing, filing, and answering the phone. Must also be able to work with tutors and students.

Student Assistant (Math Lab) - Must have office skills such as typing, filing, and answering the phone. Also, must be able to work with tutors and students and have good math skills.

Student Assistant (English Lab) - Must have office skills such as typing, filing, and answering the phone. Also, must be able to work with tutors and students and have good grammar skills.

Library: Student Assistant- Student must provide assistance for library, audiovisual, and information commons services. Perform other duties as assigned.

New Directions: Student Assistant- Assist New Directions and Career Services with clerical support and provide students with on-the-job training and experience.

Purchasing: Student Assistant- Assist with incoming and outgoing mail. Must be able to file, fax, copy, and answer the phone and routine questions for faculty and staff. Perform other duties as assigned.

Reading Lab: Student Assistant- The reading lab assistant would be responsible for programming reading programs to level, filing and documenting textbook units, grading workbook pages, assisting students with Blackboard assignments and submissions and other duties as assigned.

Science: Anatomy Lab Assistant- Assist with the daily functions of the Anatomy Lab. Completion of Anatomy courses and ability to move up to 10lbs. required.

Biology Lab Assistant- Assist with the functions of the Biology Lab. Completion of Biology courses and ability to walk and carry 10lbs. required.

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

Clermont Campus

Enrollment Services: Student Assistant- Must be able to answer the phones, sort and deliver mail, deliver paper to copy machines, makes copies, maintain information station, filing, assist with office supplies, campus tours, daily housekeeping, maintain bulletin boards, and perform other duties as assigned.

Learning Center: Student Assistant (Desk) – Must have office skills such as typing, filing, and answering the phone. Must also be able to work with tutors and students.

Student Assistant (Math Lab) - Must have office skills such as typing, filing, and answering the phone. Also, must be able to work with tutors and students and have good math skills.

Student Assistant (English Lab) - Must have office skills such as typing, filing, and answering the phone. Also, must be able to work with tutors and students and have good grammar skills.

Library: Student Assistant- Student must provide assistance for library, audiovisual, and information commons services. Perform other duties as assigned.

Reading Lab: Student Assistant- The reading lab assistant would be responsible for programming reading programs to level, filing and documenting textbook units, grading workbook pages, assisting students with Blackboard assignments and submissions and other duties as assigned.

Student Life: Student Assistant- Assist with typing and filing, event setup and takedowns and planning, create flyers and brochures. Perform other duties as assigned.

Sumter Campus

Library: Student Assistant- Student must provide assistance for library, audiovisual, and information commons services. Perform other duties as assigned.