**Work Study Job Titles and Descriptions**

Below are duties Work Study Students will perform in assigned areas:

**Bookstore Assistant**

Assist bookstore manager in all functions of the bookstore operation including the stocking of shelves, conducting sales, allocating inventory, cleaning and maintaining the bookstore.

**Classroom Assistant**

Assist instructor with the daily operations in the classroom. Help monitor and assist students. Assist with the grading and filing of papers.

**Career Pathways Initiative**

Assist the staff in the CPI area with: answering telephones, filing, typing, running errands, making copies, office tours, maintaining the office in a professional manner, and other duties as needed. (Dress Code – Business Casual)

**Departmental Assistant**

Assist the department professors with that which he/she has been assigned: in functions involving the conduct of the professor’s class, class research or laboratory experimentation. Departmental Assistant is generally used in all academic departments of the college. (Dress Code – Business Casual)

**Drama Assistant**

Assist drama faculty in the over-all conduct of the College Theater and communication functions.

**Food Service Assistant**

Assist in the over-all operation of Rust College food services from preparation to line-service, maintenance of the cafeteria area, and other duties as assign by the Director of Food Services.

**Health Service Assistant**

Assist the Campus Nurse with blood drives, bone marrow drives, health fairs, and print medicine labels as needed on medicine envelopes & labels on medicine bottles; pick-up mail from mail room, deliver materials to the print shop, faculty, staff and residence halls as needed; keep books and pamphlets organized on shelves, cabinets, and racks; assist students, faculty, and staff with signing-in when entering the Health Clinic, and assist the campus Nurse with other general duties.

**Library Assistant**

Assist professional library staff in all operations of the library including shelving, checking out books, cataloging and clerical operations. (Dress Code – Business Casual)

**Office Assistant**

Assist Staff and Faculty members in the conduct of their college responsibilities. Duties involve typing, filing, answering telephones and other office duties as needed.

 **Radio Station Assistant**

 **Office Assistant**:

 a. Pick up Mail from Post Office daily, sort and distribute

 b. Filing and typing correspondences for the Radio Stations.

 c. Assist station manager with all other duties as assigned.

 **Production Assistant**:

a. Produce, records, edit and schedule information to the automation computer.

b. Edit New, weather, public service announcements and music.

` **Sports Announcer:**

 a. Set up remote equipment and broadcast live sporting events on and off

 campus.

 **Engineering Assistant:**

 a. Assist with wiring, installing equipment, repair of equipment and other

 duties as assigned by the station manager.

**Recreation Assistant**

Assist athletic department members in the conduct of both Intra and Intercollegiate programs as well as maintenance of physical education facilities and equipment.

**Residential Hall Assistant**

Assist resident hall counselors in office duties with their responsibilities; typing, filing, answering telephones, picking-up mail from the mail room, sort and distribute it to proper areas: and assist resident hall counselors with other duties as needed.

**Switchboard Assistant**

Assist with answering the switchboard with professionalism and other various secretarial duties as assigned.

**Rust College Television Station Assistant (RC/TV2**)

Assist with night programming at RC/TV-2; assist with newscast production; video tape campus games and other events; keep the television station clean and tidy; and log index and video tapes in the television station.

**Tutoring Assistant**

Assist faculty members responsible for tutoring students in academic areas in which they are having difficulties. Assistant also help these students in the development of study skills and habits.

**Warehouse Assistant**

Assist with keeping track of all stock in the warehouse; stocking shelves, cleaning, and other duties as required by the warehouse supervisor.