

Student Employment Position Descriptions

Administration & Finance Student Worker

Supervisor: TBD

Location/Office: Administration & Finance Office

Job Description:

The student worker in the Administration & Finance office performs routine clerical duties including, but not limited to, answering the telephone and taking messages, filing, scanning and indexing documents, designing and entering data into spreadsheets and databases, preparing form letters and labels using mail merge functions.

Skills:

Good communication and time-management skills, understanding of confidentiality, proficiency in grammar and spelling, basic mathematics, and experience with Microsoft Office Suite or similar software.

Athletic Department Student Worker

Supervisor: Jeffrey Wiley, Brandon Noble, Rachael Riordan

Location/Office: Athletic Department & Fitness Center

Jefferson Community College students wishing to work in the work-study program for the Athletics Department perform many daily and weekly tasks. There are three distinct work areas in the Athletics Department work load including field/gym maintenance, game management, and fitness center staffing.

Job Descriptions:

1. **Field/Gym Maintenance:** Students will work with the Athletic Department preparing athletic grounds and equipment for use. This will include maintenance painting athletic fields for practice and games, painting archery grids for class, and cross country marks along the running trails. Students will also help with field care on the baseball, softball, soccer, and lacrosse fields.
2. **Game Management:** Students will work with the Athletic Department and Recreation Assistants running Jefferson athletic events. Events include soccer, lacrosse, basketball, and baseball games. Work will involve video recording, clock management, audio control, concession management, crowd management, set-up, and take-down.
3. **Fitness Center Staff:** Students will work with Athletic Department and Recreation Assistants with the daily activities involving Health and Wellness. Students will be provided with a free CPR & AED course to be certified to work under New York State regulation. Daily work in the Fitness Center will include cleaning, orientation of new members, filing memberships, and controlling membership login.

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Desired Skills:

Ability to work with diverse populations
Ability to work in a team
Ability to work independently
Self-Motivation
Flexibility
Understanding of leadership and organization structures
Strong communication skills
Works well with Faculty, Staff, Students and Coaches
Show mature and professional manners
Ability to lift heavy objects and perform work requiring physical effort
Ability to understand and follow simple oral and written directions
Ability to get along with others
Willingness to be exposed to dust, dirt, grease and grime
Dependability, honesty, positive work ethic
Current Student at JCC

The work-study program in the Athletics Department is a great opportunity for students that would like to get involved with college athletics, health & wellness, and sport management.

Campus Activities Board (CAB) Member

Supervisor: Margaret Taylor

Location/Office: Student Activities & Inclusion

Job Description:

As a member of the Campus Activities Board (CAB), students will help to plan, coordinate, and implement on-campus activities and programs. CAB duties include creating flyers, posting flyers, creating social media content, and event management. Students may also be assigned to providing clerical and front desk support in the Student Activities Office which includes but not limited to answering phones, responding to emails, filing, running errands on campus, entering data into spreadsheets, assisting walk-ins at front desk, and conducting monetary transactions.

Qualifications:

Good communication, time-management, customer service, basic mathematics, good phone etiquette, and experience with Microsoft applications. Must maintain good academic standing.

Approximate Number of Hours Per Week: 5-15 hours (multiple positions)

Campus Safety and Security Student Worker

Supervisor: Wes Hissong / Jess Raymond

Location/Office: Campus Safety and Security, CLC

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Job Description

Looking for students in good academic standing to assist the department of Safety and Security with non-threatening tasks during high volume times. Ex. Start-up weeks, orientation, training days – etc.

- Parking lot and traffic flow attendees
- Parking tickets
- Routine patrols on campus to assist with door openings, student assistance
- Safe walks (non-emergency)
- Other duties as assigned by Director of Safety or designee

Career Services Student Worker

Supervisor: Michele Gefell

Location/Office: Career Services

Job Description:

The Career Services Student Worker performs many routine tasks including, but not limited to, posting employment openings and special programming and events to the Career Services social media, filing and scanning documents, keeping presentation materials stocked, and assisting set-up with Career Planning and Job Placement events.

Desired Skills:

- Proficiency with Microsoft Office Products
- Time Management
- Proficiency in oral and written communication
- Familiarity with office technology; computer, scanner, printer, etc.
- Knowledge of social media platforms

Child Care Aide

Supervisor: Roxy Silsby

Location/Office: Campus Care

Duties include, but are not limited to, helping the teachers prepare their classrooms for lessons, preparing and serving snacks, helping to keep the rooms clean, helping the children get ready to go outside, and going outside to help supervise the playground. This position will include playing and interacting with the children.

Must be receptive and patient with pre-school children.

Hours will be scheduled around your class times.

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Facilities Student Worker

Supervisor: Joe / Cheryl Martin

Location/Office: Facilities Office

Description:

This routine and repetitive physical work involves the performance of building cleaning and maintenance tasks. The work is performed under the supervision of an immediate supervisor. The incumbent does related work as required.

Examples of Work:

General cleaning of: floors, walkways, stairs, windows, doors, walls, and bath fixtures

Custodial work: sweep, vacuum, mop, polish and/or wash

Collect and dispose of trash, recyclables, and empty waste bins

Move and/or load/unload deliveries, furniture, supplies and equipment

Setup furnishings and equipment for events

Dust and/or polish furniture and fixtures

Performs other custodial tasks as needed

Assist with painting and finish work

Assist tradesmen in various maintenance work tasks

Grounds work: general cleanup, mowing, trimming and weeding

Desired Skills:

Valid NYS Drivers License

Working knowledge of common cleaning methods, materials and equipment

Working knowledge of routine maintenance tasks

Ability to operate utility vehicles

Familiarity with the use of cleaners and maintenance equipment

Ability to understand and follow simple oral and written directions

Ability to lift heavy objects and perform work requiring physical effort

Ability to get along well with others

Willingness to perform routine cleaning and other physical tasks

Willingness to be exposed to dust, dirt, grease and grime

Dependability, honesty, positive work ethic

Front Desk Office Assistant

Supervisor: Beverly Norton

Location/Office: Student Success Services

Duties include scheduling appointments for Student Success Services professional staff, general office duties to include filing, folding letters and stuffing envelopes for mailing, answering the phone, copying, running errands

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on campus, assisting students/customers at the front desk, assisting with events, and other tasks as assigned. See Front Desk Staff in the Collaborative Learning Center (15-101) for a full job description.

Qualifications:

Experience in customer service, answering phone and reception, Microsoft Word, Excel, PowerPoint, office machines a plus. Please list on resume computer programs skilled in.

Desired Skills:

- Excellent oral and written communication skills
- Ability to work with diverse populations
- Ability to work in a team
- Ability to work independently
- Self-motivation
- Understanding of leadership and organization structures
- Community spirit
- Flexibility

Front Desk Worker

Supervisor: Jacquelyn Thurman

Location/Office: East Residence Hall

Be the first point of contact for students, faculty, staff and community members of the Residence Hall.

Qualifications:

Experience in customer service, answering phone and reception, Microsoft Word, Excel, PowerPoint, office machines a plus. Please list on resume computer programs skilled in.

Desired Skills:

- Excellent oral and written communication skills
- Ability to work with diverse populations
- Ability to work in a team
- Ability to work independently
- Self-motivation
- Understanding of leadership and organization structures
- Community spirit
- Flexibility

Library Student Worker

Supervisor: Robin Booth

Location/Office: JCC Library

Perform library circulation functions and aid library patrons, using computers, library software, and online catalogs. Re shelf books, media and other items in their proper collections and order, using Library of Congress call numbers. Use and instruct patrons in the use of the computers, printers and book scanner. Filling printer

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trays with paper. Provide basic instruction to patrons in how to use the online book catalog and locating items on the shelves. Assist patrons with various questions and directing them to the proper staff, librarians or tutors as necessary. Answer telephones, take messages and direct calls in a courteous, professional manner. Cleaning tasks such as dusting and cleaning tables, shelves and other objects with dust cloths, cleaning sprays or wipes. Physical tasks include but are not limited to: walking, lifting, carrying books, climbing and descending stairs and pushing carts of books. Various other library-related tasks that may arise during daily operations

Desired Skills:

Dependable Team Player

Attention to Detail

Computer

Highly Reliable

Punctual

Confidentiality

Professionalism

Clerical Skills

Customer Service

Mature and Professional manners

Office Aide

Supervisor: TBD

Location/Office: The WorkPlace, 1000 Coffeen Street, Watertown, NY 13601

General Duties:

- Assist customers in the Resource Room with resumes, online job applications, basic computer skills, and general workforce-related questions.
- Monitor customer computer usage in the Resource Room.
- Assist with packet collation for various programs.
- Telephone customers to remind them of workshops or to ascertain information needed by staff.
- Create forms, documents, and spreadsheets.
- Perform copying, faxing, filing and typing duties.
- Front desk coverage for receptionist during breaks and time off. Front desk duties include answering telephones, answering questions and checking in customers.
- Assist with special projects as needed such as: assisting with research, representing the agency at functions such as job fairs, and performing mailings.

Qualifications:

- Customer service skills
- Basic computer skills
- Business casual attire
- Eligible to participate in the Federal Work Study Program
- Current student at JCC

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Office Assistant for Alumni Relations

Supervisor: Edie Roggie

Location/Office: JCC Foundation

General Duties: Clerical support to include general office assistance such as:

- Type, file, label, copy, and collate
- Data entry and management
- Work with Excel spreadsheets, Word documents, and other desktop publishing programs
- Work with campus BANNER program
- Review and record inventory
- Prepare mailings
- Run campus errands
- Answer phones, provide accurate information to constituents
- Update information on social media and web sites
- Assist with planning, implementing, and promoting events
- Work with confidential information
- Provide assistance during events
- Other duties as assigned

Qualifications:

- Be reliable and punctual, and pay strong attention to details
- Dress appropriately for the administrative office environment
- Use discretion and judgment when reviewing confidential information and maintain the confidential nature of information viewed
- Eligible to participate in the Federal Work Study Program
- Current student at JCC

Desired Skills:

Attention to Detail

Reliable

Organized and resourceful

Peer Advisor Leader (PAL)

Supervisor: Margaret Taylor

Location/Office: Student Activities & Inclusion

Job Description:

A Peer Advisor and Leader (PAL) serves as a mentor to first year students. PAL helps new students to adjust to the college environment by sharing helpful information and campus resources. PAL members work with faculty and staff across campus to help with onboarding services. PAL duties include assisting with workshops, leading outreach campaigns, providing campus tours, and creating activities to engage students.

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Qualifications:

Good communication, time-management, customer service, good phone etiquette, interpersonal skills and experience with Microsoft applications. Must maintain good academic standing.

Approximate Number of Hours Per Week: 5-15 hours (multiple positions)

Resident Assistant (RA)

Supervisor: Jacquelyn Thurman

Location/Office: East Residence Halls

The Resident Assistant (RA) represents Residence Life as a key staff member in its operations. As a full-time undergraduate student, the RA works under the direct supervision of the Director of Residence Life & Housing and Resident Director. Together, these staff members work with students to create and maintain an atmosphere that fosters a community conducive for academic success, meaningful fun and educational programming opportunities as well as valuable personal growth experiences. The RA has many diverse responsibilities and must be able to balance several multidimensional roles including active planner, helper, advisor, resource person, administrator, and role model.

Res Life Responsibilities:

- Communicate and enforce College policies and Residence Life regulations to students.
- Document violations of College police and Residence Life regulations.
- Report emergencies and life-threatening situations to appropriate College personnel.
- Report conflicts, incidents, and Title IX incidents violations to appropriate College personnel.
- Be accessible to students and their concerns through regular staff/student contact, acting as a referral agent when appropriate.
- Serve as a resource and role model to students.
- Develop and present programs to students as required by Resident Director and Residence Life.
- Conduct building/floor meetings as needed with the approval of your Resident Director.
- Mediate student conflicts and arrange roommate living agreements when necessary.
- Assist with distribution of information to students.

Science Stockroom/Lab Support Student Worker

Supervisor: Bill McMahan

Location/Office: Science Lab 2-111

Job Overview:

Student will assist in aspects of lab preparation and teardown. Assist in cleaning, maintenance and calibration of laboratory glassware and equipment. Student will also aid in the preparation of solutions and laboratory reagents; assist in the preparation of experiment media and assist staff & faculty members in setting up classroom demonstrations. Position often requires repetitive tasks such as washing dishes, cleaning models, filling tubes and organizing/inventorying microscope slides. Lab/Stockroom work environment is fast paced with many interruptions from faculty, staff and students. Generally, 1 or 2 positions available per year. Hours per week dependent upon budgetary approval, generally 8 to 10 hours per week.

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Qualifications:

Applicant should be a dependable, hardworking and maintain attention to detail. Position requires customer service mindset. Student should be reliable, friendly and able to make independent decisions (& follow directions with minimal supervision). Students that have taken coursework in chemistry, general biology and/or microbiology are preferred. Students with a career goal in science or allied health are encouraged to apply. Additional skills include knowledge of pertinent laboratory terminology, procedures, and equipment. Experience/working knowledge of basic principles of chemistry and biology.

Social Media Coordinator

Supervisor: Gillian Maitland/Pam Dixon

Location/Office: JCC Marketing & Public Relations

This is a marketing and communications position for a student who has a specific interest in social media marketing and communications, public relations, writing and/or photography.

General Duties:

- Creating content for College social media accounts
- Pictures of students, events, etc.
- Post JCC content on Facebook
- Attend and take photos at campus events
- Proofread College publications & website documents / provide Student Perspective
- Possible news magazine article writing (Student Perspective)

Qualifications:

- Interest in social media and advertising
- Comfortable writing and taking photos for social media
- Must be outgoing and willing to talk with peers
- Proficient in Microsoft Word & Excel
- Interest in marketing/advertising/public relations helpful!
- Work Study Eligible

Desired Skills:

Social Networking

Social Media

Marketing

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Student Ambassadors

Supervisor: Logan Labiendo & Chelsea Monroe

Location/Office: Enrollment Services

A Student Ambassador is a current student at JCC who would like to share their positive experiences at JCC with prospective students and applicants. This program can enable Ambassadors to meet new people and develop leadership and communication skills. Also, this program can allow them to improve a resume, work on exciting projects, and earn money while meeting new challenges. While enhancing their own experience at JCC, Ambassadors can help prospective students and applicants make important college decisions.

Duties: Assist admissions with all recruitment events including giving campus tours and student perspectives. Reach out to prospective students and applicants via telephone, email and social media. Place follow-up phone calls and send personalized postcards/emails to any students who have expressed interest or visited Jefferson. Attend all scheduled weekly meetings. Work in Enrollment Services office and provide assistance for all student centered services, including financial aid, student records, advising, and admissions.

Workforce Development Student Leader

Supervisor: Katie Corbin

Location/Office: Workforce Development Office in Building E

The student leader within Workforce Development is a source of support and information for students seeking experiential learning opportunities, on campus employment, and continuing education opportunities. The WD Student Leader will share their positive experience as a student worker with their peers and sit on panels as a testimonial to the Student Employment & Internship Program. They play a major role in facilitating job fairs, student employment fairs and military recruiting tabling efforts. They share accurate information about academic, personal and social resources and assist students in understanding their own responsibility for success. The WD Student Leader will work closely with faculty, professional and student staff around campus to provide stellar services. This position enables the student leader to meet new people and develop leadership, communication and diversity skills. It also allows them to improve their resume, work on exciting projects and earn money while meeting new challenges.

Desired Skills:

- Effectively communicate with faculty, staff, students, and community members
- Knowledge of MS Office to include Word, Excel, and PowerPoint.
- Excellent oral and written communication skills.
- Ability to work with diverse populations.
- Ability to work in a team.
- Ability to work independently.
- Self-motivated.
- Understanding of leadership and organization structures.
- Community spirit.

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- Ability to be flexible.
- Following office etiquette including maintaining work hours and interacting appropriately and professionally within an office setting.
- Ability to handle multiple responsibilities.