Mechanical Engineering

This position provides administrative and secretarial assistance to the Chairperson and over ten full-time faculty and various adjuncts of the Mechanical Engineering Department. Work Study student will be our secondary contact person for students, faculty and visitors.

**Mechanical Engineering Office Worker**
**Responsibilities:**

- Provide telephone coverage for an eight line telephone system; take messages and/or directing calls to appropriate personal
- Greet visitors, parents and students; direct individuals to the appropriate person
- Assist in departmental student evaluation process
- Assist with department in-coming mail
- Assist in caring out copy orders from any of department faculty
- Assist students with purchase orders for their research/senior projects
- Assist in maintain the filing system for the office
- Assist in mass out-going mailings
- General upkeep of the small lobby area (SH218)
- Assist in shredding of old sensitive materials
- Assist in emergency bookstore purchases
- Assist in other task as they may arise…

**Mechanical Engineering Lab Worker**
**Responsibilities:**

- Assist in filling multiple printers with paper (SH241, N207, N205, N208, N220)
- Assist with ink-toner replacement
- Assist in maintaining department student folders (hallway outside N205)
- Assist in maintaining four directory boards
- Assist with-in the labs (per direction of our professors)
- Maintaining tool inventory
- Assist in emergency bookstore purchases
- Maintain control over seminar “food”
- Assist in posting seminar and course information
- General upkeep of the student’s lounge (N207)
- Assist in cleaning whiteboards
- Assist with in-coming packages from the dock
- Assist in other task as they may arise…