Student Job Description

Department: Mechanical Engineering  Location: NW Science & Engineering, 2nd Floor

Supervisor's Name: Rhonda Becker

Please indicate hours/shifts available: Mondays through Fridays, 9:00 a.m. to 5:00 p.m.

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Office Assistant

Duties and Responsibilities:
• Provide coverage for an eight-line telephone system, take messages and/or transfer calls to the appropriate person
• Greet and direct visitors
• Copying, scanning, filing, shredding and mail pick up and delivery
• Assist students with purchase orders for research projects
• Run on-campus errands
• Assist with department evaluations
• General upkeep of office and lobby areas

Qualifications for the Position:
• Punctual and reliable
• Pleasant and professional attitude

Purpose/Role of the Position(s) within the Department: Lab Assistant

Duties and Responsibilities:
• Maintain department copiers and printers (keep paper stocked and replace toner as needed)
• Maintain student folders in the hallway outside N205
• Update department directory boards as needed
• Maintain tool inventory
• Run on-campus errands
• Assist with set up and clean up of refreshments for department seminars
• Post course and event notices
• General upkeep of the student lounge (N207)
• Clean whiteboards as needed
• Pick up and deliver packages from Central Mail or the loading dock

Qualifications for the Position:
• Punctual and reliable
• Pleasant and professional attitude