

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
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