

# STUDENT EMPLOYMENT JOB DESCRIPTION REQUIREMENTS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

ex: Tier 1

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

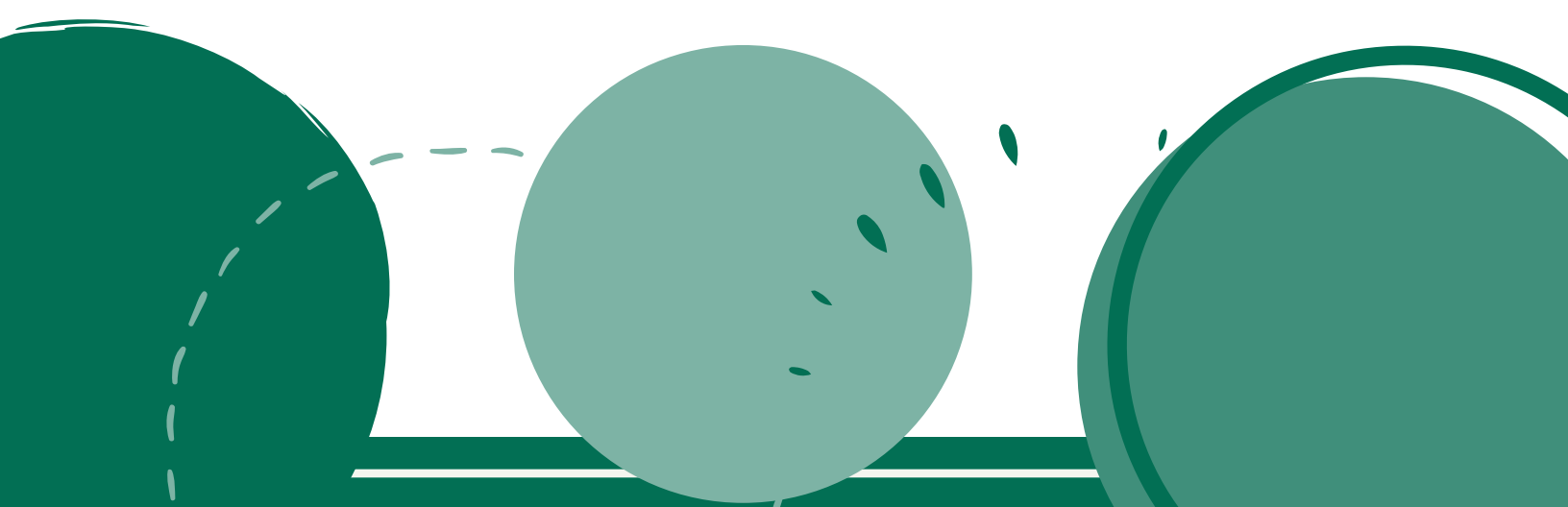
ex: to assist student new hires with their paperwork and clearance process

## **POSITION DUTIES & RESPONSIBILITIES:**

ex: Payroll and Student Employment is looking for a customer service friendly student who is student service oriented; proficient in Microsoft Office products, specifically Excel; enjoys learning new ERP systems; has a flexible schedule; enjoys working as a team; and is self motivated.

## **DESIRED QUALIFICATIONS:**

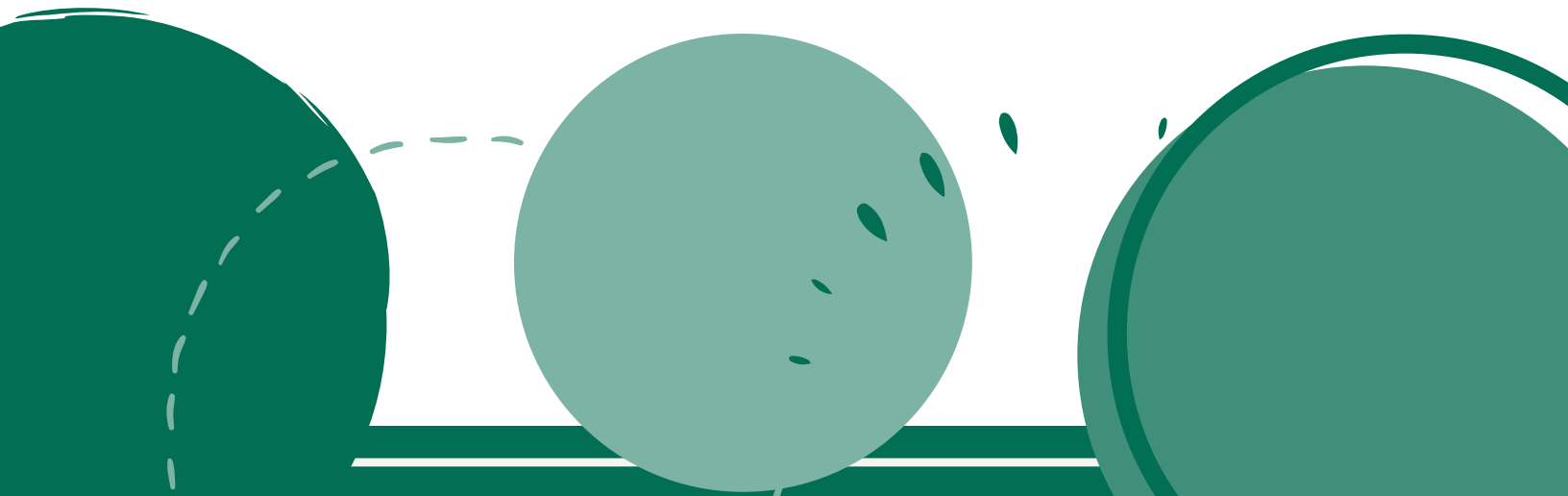
ex: business major (Accounting, Finance, Management, Marketing, etc.)



# **STUDENT EMPLOYMENT JOB DESCRIPTION REQUIREMENTS**

## **TIER 1**

- **STUDENT OFFICE ASSISTANT**
- **CUSTODIAL/GROUNDS/RECEIVING**
- **WELCOME DESK ATTENDANTS**
- **COMPUTER LAB ASSISTANTS**
- **TELEMARKETERS**
- **STUDENT EVENT WORKERS**
- **VAN DRIVERS**
- **ART GUARD**
- **MENTORS**



# STUDENT OFFICE ASSISTANT

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 1

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

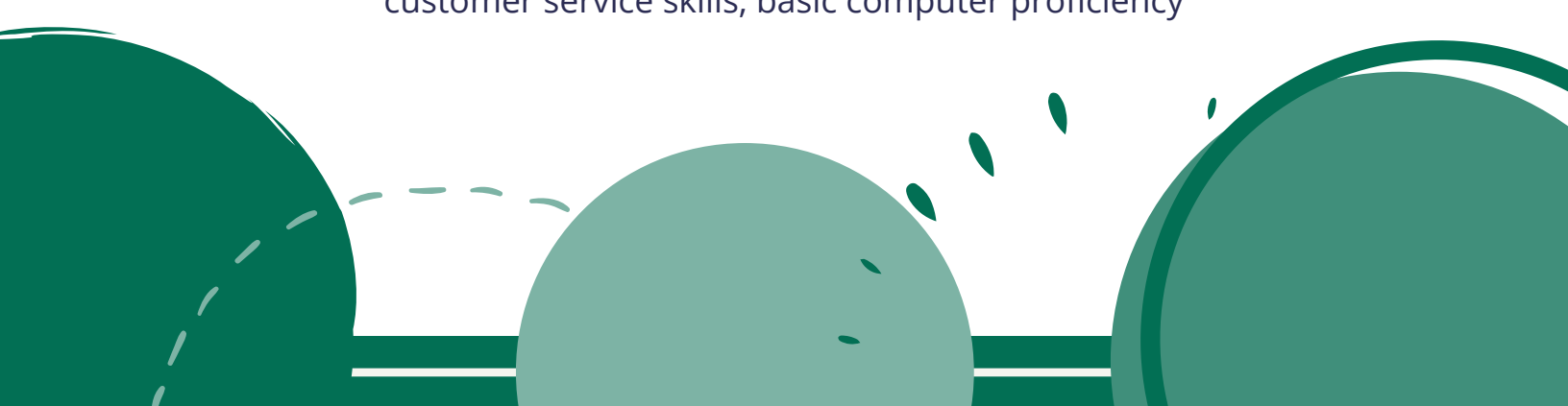
Provide support to department clerical staff, professional staff, faculty, and managers

## **POSITION DUTIES & RESPONSIBILITIES:**

General office duties including; alphabetizing and filing, copying, faxing, scanning, mail sorting and distribution, bulk mailings, campus errands, bulletin board updates, greeting customers & patrons, answering the phone and taking messages, organization of supplies and supply inventory, and other miscellaneous office tasks

## **DESIRED QUALIFICATIONS:**

Knowledge of Microsoft Products particularly Word, Excel, and PowerPoint, customer service skills, basic computer proficiency



# WELCOME DESK ATTENDANT

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 1

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Provide customer service to students, faculty, staff, and patrons

## **POSITION DUTIES & RESPONSIBILITIES:**

Provide customer service and desk coverage to support customers, assist with concerns, and register guests. Welcome Desk Attendants will also answer phone calls, sort, bundle, and reissue mail, stock supplies, prepare documents, and assist with other miscellaneous tasks.

## **DESIRED QUALIFICATIONS:**

Knowledge of Microsoft Products particularly Word, Excel, and PowerPoint, customer service skills, basic computer proficiency





# **CUSTODIAL/GROUNDS/RECEIVING**

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 1

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Provide labor, grounds, and custodial services on campus

## **POSITION DUTIES & RESPONSIBILITIES:**

Provide services such as delivering packages, warehouse work, filing paperwork, trash/snow removal/weed whacking, shoveling, planting, assisting with work orders and other miscellaneous tasks that arise.

## **DESIRED QUALIFICATIONS:**

customer service skills, ability to lift 10+lbs, ability to work in inclement weather



# COMPUTER LAB ASSISTANT

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 1

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Provide customer service to students, faculty, staff, and patrons in campus computer labs

## **POSITION DUTIES & RESPONSIBILITIES:**

Provide customer service to students, faculty, staff, and patrons using the computer lab. Copy, scan file, and distribute printed documents, Assist faculty during their classes if they run into computer/technology issues.

Ensure the safety of the technology in the lab, and other miscellaneous tasks that arise.

## **DESIRED QUALIFICATIONS:**

Knowledge of Microsoft Products particularly Word, Excel, and PowerPoint, customer service skills, basic computer proficiency



# TELEMARKETER

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 1

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Reach out to perspective donors and alumni

## **POSITION DUTIES & RESPONSIBILITIES:**

Contact perspective donors and alumni to request donations and provide information on the University, the Foundation, and the Alumni Association. Provide customer service to perspective donors, follow call script, provide accurate fund raising data, and other miscellaneous tasks that arise.

## **DESIRED QUALIFICATIONS:**

Knowledge of Microsoft Products particularly Word, Excel, and PowerPoint, telephone customer service skills, basic computer proficiency



# STUDENT EVENT WORKER

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 1

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To assist and work events and programs on campus

## **POSITION DUTIES & RESPONSIBILITIES:**

Assist in planning and documenting events and programs. Attend meetings and provide ideas/feedback. Provide set up and tear down assistance at events including seating, stage, equipment, etc. Provide support during events by assisting attendees with questions/concerns, assist with ticket collection and check in . Miscellaneous tasks that arise.

## **DESIRED QUALIFICATIONS:**

Customer service skills, flexible schedule



# VAN DRIVERS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 1

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To drive students and faculty members to locations for field assignments

## **POSITION DUTIES & RESPONSIBILITIES:**

Complete vehicle safety training. Retrieve and return vehicle for trip from facilities and Planning. Drive students and faculty to location, make sure vehicle is has gas, and is locked when not in use. Miscellaneous tasks that arise.

## **DESIRED QUALIFICATIONS:**

Customer service skills, flexible schedule



# ART GUARD

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 1

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To assist and guard at the Art Gallery

## **POSITION DUTIES & RESPONSIBILITIES:**

Welcome and provide customer service to patrons. Ensure safekeeping of displays and provide security of gallery. Answer questions patrons may have about the displays. Miscellaneous tasks that arise.

## **DESIRED QUALIFICATIONS:**

Customer service skills, flexible schedule, knowledge of art



# MENTORS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 1

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Mentor peers through various campus programs

## **POSITION DUTIES & RESPONSIBILITIES:**

Mentor students by meeting with mentees weekly, monthly, or semesterly for check ins. Act as a point of contact for 1st, 2nd, and transfer students in regards to student life, activities, and the campus community. Encourage mentees to attend events and join organizations/clubs. Assist with other miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

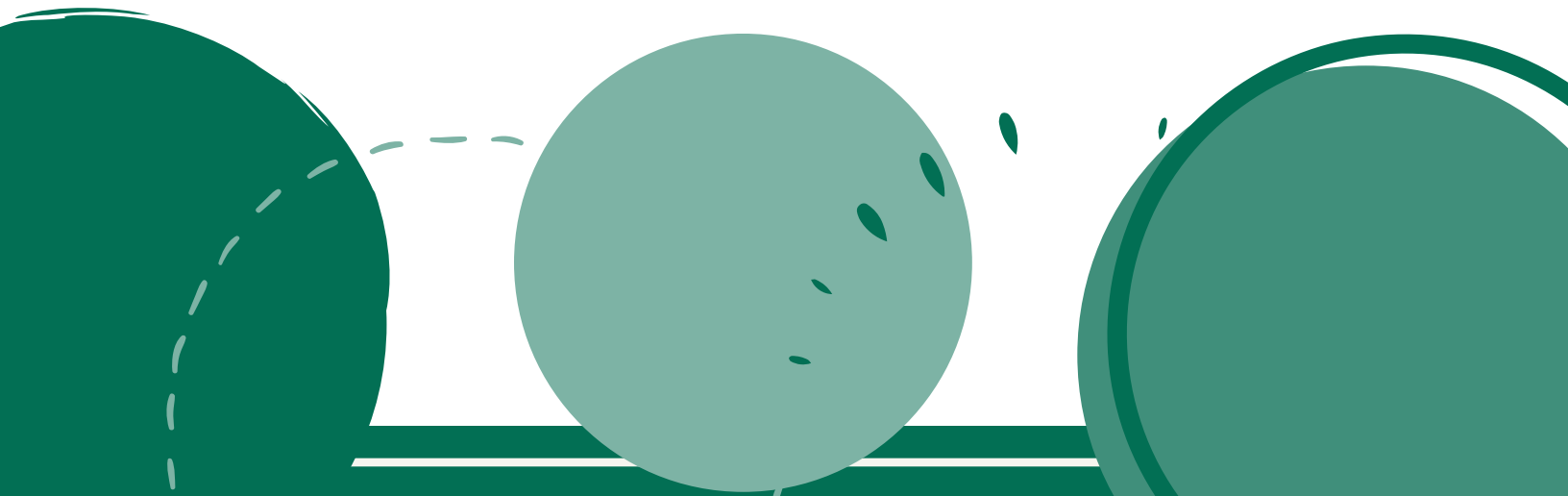
Customer service skills, flexible schedule, ability to work well with peers, knowledge of campus involvement



# **STUDENT EMPLOYMENT JOB DESCRIPTION REQUIREMENTS**

## **TIER 2**

- **SPORTS SUPERVISOR**
- **STUDENT RESEARCHERS**
- **STUDENT LAB ASSISTANTS/TECHNICIANS**
- **STUDENT EVENT/PROGRAM ASSISTANTS (PLANNING ASSISTANTS)**
- **STUDENT PRODUCTION ASSISTANTS (THEATER, MUSIC, DANCE)**
- **STUDENT SECURITY**
- **STUDENT COMMUNICATION WRITERS**
- **BROADCASTERS/GAME FILMER**
- **STUDENT TUTORS**
- **PEER LEADERS**
- **STUDENT TOUR GUIDES**
- **STUDENT AMBASSADORS**
- **HELP DESK**
- **INTERNSHIPS**
- **PRODUCTION & EVENT ASSISTANTS/COORDINATORS**
- **CAMPS AND CONFERENCE ASSISTANTS**
- **SOCIAL MEDIA MARKETING ASSISTANTS**
- **SEMI-SKILLED LABORERS**





# SPORTS SUPERVISOR

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To supervise sporting events and intramural teams

## **POSITION DUTIES & RESPONSIBILITIES:**

Supervise intramural sporting events. Maintain effective communication with event patrons and adapt to changed duties based on the sport, Provide assistance to players and referees when needed. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

Knowledge of intramural sports and flexible schedule



# STUDENT RESEARCHERS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To assist faculty in research projects

## **POSITION DUTIES & RESPONSIBILITIES:**

Collaborative with faculty and departments on research projects, presentations, and papers. Analyze research to draw conclusions to report findings, perform research, and communicate findings with faculty member and/or department. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

Proficiency in Microsoft Office Suite, knowledge of research subject, ability to work independently and stay on task



# LAB ASSISTANTS AND TECHNICIANS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To assist faculty in the lab and classroom labs

## **POSITION DUTIES & RESPONSIBILITIES:**

Assist faculty member with classroom lab and lab assignments. Prepare materials for experiment, maintain materials for lab, model lab safety for peers, and clean lab. Provide assistance to students in the classroom, and miscellaneous tasks that may arise

## **DESIRED QUALIFICATIONS:**

Proficiency in Microsoft Office Suite and knowledge of lab assignment



# STUDENT EVENT & PROGRAM ASSISTANT

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To assist and work events and programs on campus

## **POSITION DUTIES & RESPONSIBILITIES:**

Assist in planning and documenting events and programs. Attend meetings and provide ideas/feedback. Provide set up and tear down assistance at events including seating, stage, equipment, microphone, decorating, etc. Provide support during events by assisting attendees with questions/concerns, assist with ticket collection and check-in, and other miscellaneous tasks that arise.

## **DESIRED QUALIFICATIONS:**

Customer service skills, flexible schedule



# STUDENT PRODUCTION ASSISTANT

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Assist with theater and dance productions

## **POSITION DUTIES & RESPONSIBILITIES:**

Assist in the construction and set up of scene sets for theater and dance productions. Build props and track materials, assist with operations at the performance facility, and other miscellaneous tasks that may arise

## **DESIRED QUALIFICATIONS:**

flexible schedule and experience in theater/dance production



# STUDENT SECURITY

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 12-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To assist in maintaining a safe campus

## **POSITION DUTIES & RESPONSIBILITIES:**

Assist University Police in maintaining the safety of the University community. Patrol campus, walk through and lock buildings, assist as security at concerts and events. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

Customer service skills, verbal communication skills, and ability to work in all weather conditions



# STUDENT COMMUNICATION WRITERS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 15-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Assist in the University's publications

## **POSITION DUTIES & RESPONSIBILITIES:**

Assist with the university's online and print publications. Promote a positive image of the university by writing a variety of news and feature articles. Attend events and meet with members of the campus community to gain information about events, games, projects, goals, presentations and more. Miscellaneous office tasks as they arise.

## **DESIRED QUALIFICATIONS:**

Understanding of how to write a press release, proficiency in Microsoft Office Products, and knowledge of social media platforms



# STUDENT BROADCASTERS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 15-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

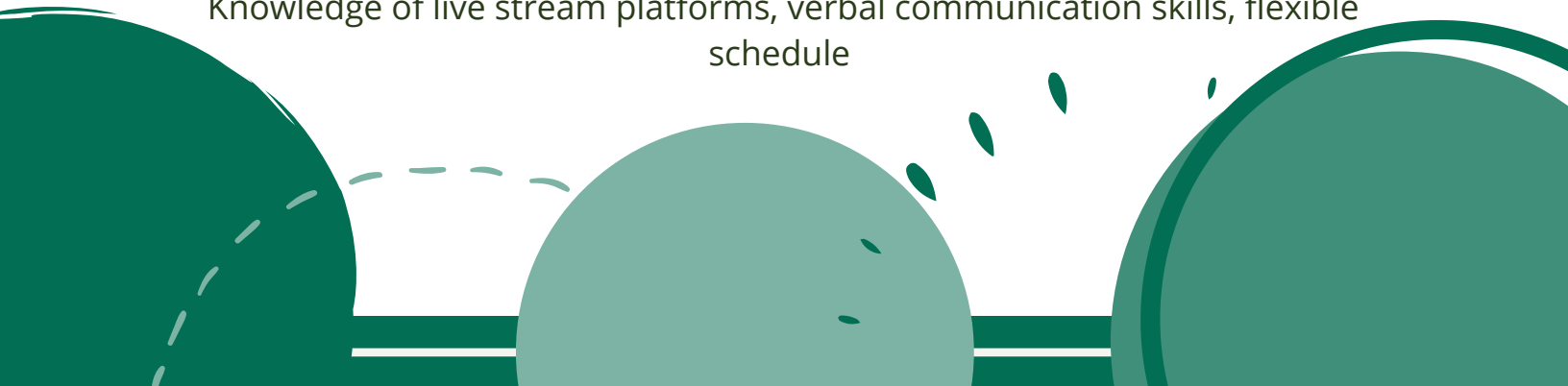
Provide commentary at sporting events

## **POSITION DUTIES & RESPONSIBILITIES:**

Provide play-by-play and color commentary for 100 video broadcasts for athletic events through Rock Athletics Digital Network. Student broadcasters will call games or events in basketball, baseball, softball, lacrosse, soccer, field hockey, volleyball, and track and field. Student Broadcasters will be responsible for researching sports and having a basic understanding of the sport and games they are broadcasting. Broadcasters will be available via live stream during events. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

Knowledge of live stream platforms, verbal communication skills, flexible schedule





# GAME FILMER

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Film games for athletic coaches

## **POSITION DUTIES & RESPONSIBILITIES:**

Responsible for filming games for various university sports. Provide coaches with video footage to review with players. Student may be responsible for editing minor parts of the video based on the coaches need.

## **DESIRED QUALIFICATIONS:**

Knowledge of live stream platforms, verbal communication skills, flexible schedule



# TUTORS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Provide academic support through tutoring

## **POSITION DUTIES & RESPONSIBILITIES:**

Assist peers with study skills, various course, and reviewing content for different subjects. Arrange meetings with student clients, provide tutoring workshops for groups of student clients, provide office hours for drop in sessions. Prepare with continued knowledge of specialized subjects. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

flexible schedule, customer service skills, ability to work independently



# PEER LEADERS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-15 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Provide classroom support and or mentor peers

## **POSITION DUTIES & RESPONSIBILITIES:**

Assist faculty or supervisors with various tasks for FYRST Seminar, classrooms, labs, etc. Act as a role model for first year students and peers, conduct one on one meetings with peer groups, facilitate communication between peers. Create visual aides, convert workshops virtually if needed, set up classroom and activities. Miscellaneous tasks that arise.

## **DESIRED QUALIFICATIONS:**

leadership skills, customer service skills, ability to work independently



# TOUR GUIDES

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Provide perspective students and their families with campus tours

## **POSITION DUTIES & RESPONSIBILITIES:**

Provide perspective students and their families with campus tours. Act as the face of the university by providing tours with enthusiasm, campus knowledge, and displaying SRU's fast paced and fun environment.

Students will need to be available to work open house events, assist in recruitment efforts, and assist with drop in tours. Miscellaneous tasks as they arise.

## **DESIRED QUALIFICATIONS:**

flexible schedule, customer service skills, ability to work independently



# STUDENT AMBASSADORS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Act as an ambassador for the university

## **POSITION DUTIES & RESPONSIBILITIES:**

Student Ambassadors will promote university attendance, assist with orientations and showcases, and increase program visibility. Student Ambassadors will maintain social media, engage openly with perspective students and their families, prepare program materials, and conduct program check-ins. Miscellaneous tasks as they arise.

## **DESIRED QUALIFICATIONS:**

flexible schedule, customer service skills, ability to work independently



# HELP DESK

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

to provide assistance to the campus community for password resets and work order submission

## **POSITION DUTIES & RESPONSIBILITIES:**

Student help desk attendees will provide password reset assistance, submit work orders, and take incoming calls. These students will be responsible for ensuring the customers needs are met, or they are provided with a follow up solution.

## **DESIRED QUALIFICATIONS:**

flexible schedule, customer service skills, ability to work independently



# STUDENT INTERN

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To gain hands on experience in student field of study

## **POSITION DUTIES & RESPONSIBILITIES:**

Description to be created by department offering internship since all campus internships have different criteria based on the the students field of study.

## **DESIRED QUALIFICATIONS:**

flexible schedule, customer service skills, ability to work independently



# PRODUCTION & EVENT ASSISTANT

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To assist with university productions and events

## **POSITION DUTIES & RESPONSIBILITIES:**

Assist with events and productions. Including but not limited assisting with research, organizing, planning, and operations. Student Event Assistants are detailed orientated, can work independently, and are flexible and easily adapt to last minute changes. Assist with the set up and take down of event, communication between event attendees and university staff, and ticket taking/check-in. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

flexible schedule, customer service skills, ability to work independently





# CAMPS & CONFERENCES ASSISTANT

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To assist with camps and conferences

## **POSITION DUTIES & RESPONSIBILITIES:**

The Camps and Conferences Student Assistant will ensure award packets have desired contents, manage and track inventory, and monitor conference services emails. They will provide support, greet visitors, complete various office duties, and provide technical support. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

flexible schedule, customer service skills, ability to work independently



# SOCIAL MEDIA MARKETING ASSISTANTS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To create and manage social media marketing for department or program

## **POSITION DUTIES & RESPONSIBILITIES:**

The Social Media Marketing Assistant is the administrator for social media accounts. The student will create graphics, provide weekly analytic analysis, collaborate with student marketing team, assist with social media web support, and create attention grabbing posts, stories, and reels. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

flexible schedule, customer service skills, ability to work independently, knowledge of social media platforms (Instagram, Tik Tok, Twitter, and Facebook)



# SEMI-SKILLED LABORER

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 2

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Assist with maintaining the campus grounds

## **POSITION DUTIES & RESPONSIBILITIES:**

Student Semi-Skilled Laborer's will assist with maintaining the campus grounds by performing various activities such as operate state vehicles, indoor and outdoor grounds planning, working from a ladder/scaffolding, and more. Miscellaneous tasks as they arise.

## **DESIRED QUALIFICATIONS:**

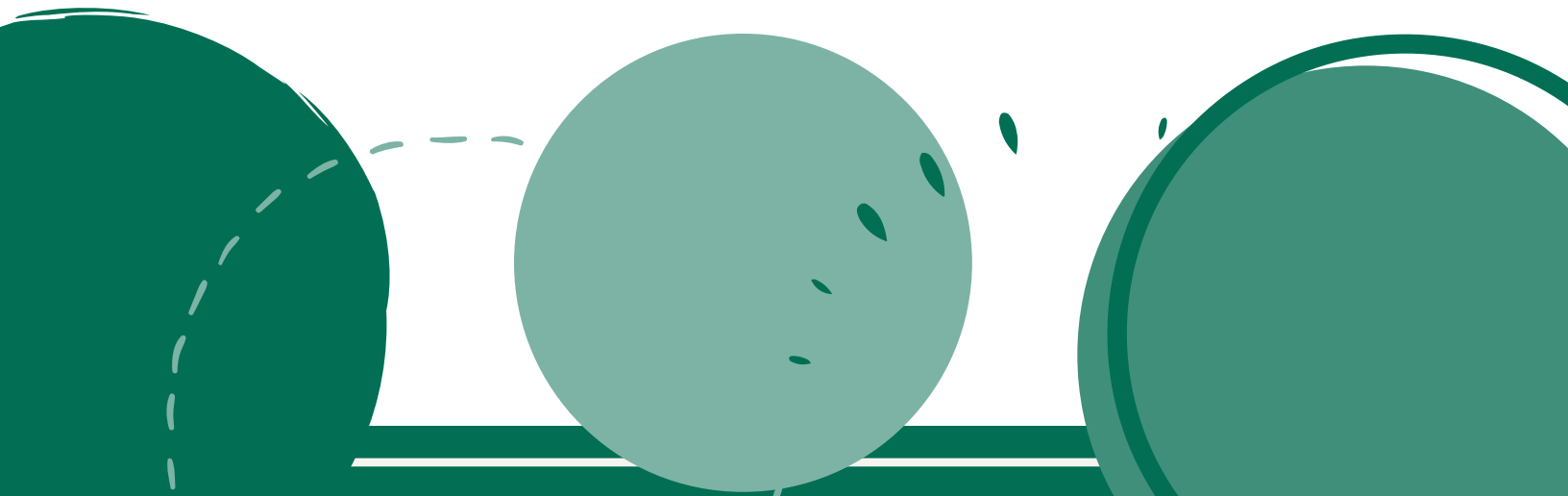
flexible schedule and ability to work independently



# **STUDENT EMPLOYMENT JOB DESCRIPTION REQUIREMENTS**

## **TIER 3**

- **TECHNICAL SUPPORT SERVICES**
- **STUDENT TRAINERS/INSTRUCTORS**
- **STUDENT SUPERVISORS/LEADS/COORDINATORS**
- **GRAPHIC DESIGNERS**
- **WEB DESIGNERS**
- **STUDENT EVENT PROGRAM & COORDINATORS**
- **VIDEO PRODUCTION SPECIALISTS**
- **PHOTOGRAPHERS/EDITORS**
- **FIRST RESPONDERS**
- **LIFEGUARD**
- **MUSICIANS**



# TECHNICAL SUPPORT SERVICES

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 3

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Assist with troubleshooting computers and other technical issues

## **POSITION DUTIES & RESPONSIBILITIES:**

Student Technical Support is responsible for troubleshooting classroom tech, recycling old computers, installing new computers, computer office moves, desktop repairs, and walk in appointments. Students will also be responsible for answering technical phone call issues, assisting with password resets, and helping individuals with single sign on issues. Miscellaneous tasks as they arise.

## **DESIRED QUALIFICATIONS:**

flexible schedule, customer service skills, and ability to work independently



# STUDENT TRAINERS/INSTRUCTORS (ATHLETICS, ERS, ETC.)

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 3

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To provide instruction or training to peers in various areas

## **POSITION DUTIES & RESPONSIBILITIES:**

Student Trainers/Instructors are highly skilled in the area they are training/instructing. Students demonstrate knowledge or skill(s) to peers, motivate participants, track participation, create workshops/lessons, and resolve issues. Student Trainers/Instructors will offer flexible times for classes and workshops, report out to their supervisor, and

## **DESIRED QUALIFICATIONS:**

flexible schedule, customer service skills, and ability to work independently



# STUDENT SUPERVISORS/LEADS/COORDINATORS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 3

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To assist in a supervisory role

## **POSITION DUTIES & RESPONSIBILITIES:**

Student Supervisors/Leads/Coordinators will assist in daily tasks, recruitment, idea planning, data collection, and more. Students may be responsible for facilitating sport programs, understanding policies, supervising events, and completing necessary paperwork for event, program, etc. Students will abide by all policies, communicate with direct supervisor, and mentor peers. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

flexible schedule, customer service skills, and ability to work independently, great communication skills, experience in lead role



# GRAPHIC DESIGNERS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 3

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To create graphics and digital media content

## **POSITION DUTIES & RESPONSIBILITIES:**

Student Graphic Designers will be responsible for creating graphics and digital media content for the department, social media, and projects. They will produce publications, generate marketing ideas, be responsible for promotional branding, and have advanced knowledge of design software.

Student Graphic Designers will develop both digital and print materials including but not limited to flyers, tickets, programs, and more. They will communicate with direct supervisors and be open to others design ideas. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

Experience w/ Adobe Suite, great communication skills, creative portfolio





# WEB DESIGNERS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 3

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To create graphics and digital media content

## **POSITION DUTIES & RESPONSIBILITIES:**

Student Web Designers will be responsible for assisting in the creation of digital web content, mass emails, maintaining department websites, and editing. Students should be familiar with Adobe Software and Microsoft Office Suite. Student Web Designers may be responsible for creating secure databases, digital marketing strategies, and incorporate web standard. Miscellaneous tasks that arise.

## **DESIRED QUALIFICATIONS:**

Experience w/ Adobe Suite, Experience with Ingeniux CMS, great communication skills



# EVENT & PROGRAM COORDINATORS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 3

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

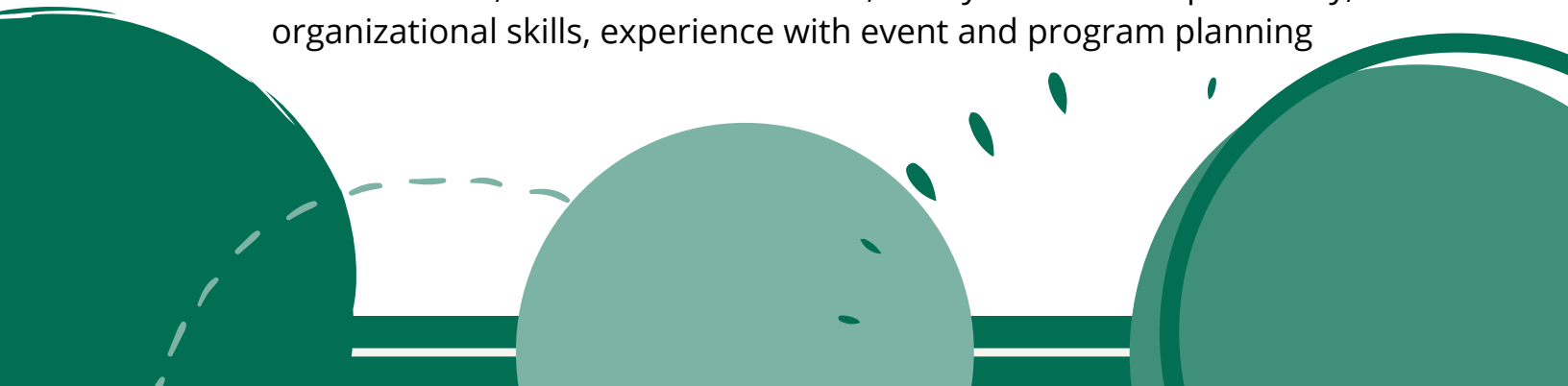
To plan and execute events and programs on campus

## **POSITION DUTIES & RESPONSIBILITIES:**

Event & Program Coordinators are responsible for organizing and hosting events on campus. Students are responsible for setting up the event, reserving the location, contacting catering, seeking speakers, event logistics, programming, and more. Student Event and Program Coordinators are detailed orientated, work independently, and are flexible and easily adapt to last minute changes. They are responsible for communicating changes to supervisors, students, and the university community. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

flexible schedule, customer service skills, ability to work independently, organizational skills, experience with event and program planning



# VIDEO PRODUCTION SPECIALIST

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 3

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To produce and editing video productions and media

## **POSITION DUTIES & RESPONSIBILITIES:**

Student Video Production Specialists will be responsible for creating and editing video content including but not limited to classroom lectures, marketing materials, event and program videography, sporting events, and social media content. Student Video Production Specialists will be skilled in video editing software, video and audio recording devices, and graphic design. They will communicate with direct supervisors and be open to others design ideas. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

Experience w/ Adobe Suite, great communication skills, creative portfolio



# PHOTOGRAPHERS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 3

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To photograph and promote a positive image of SRU

## **POSITION DUTIES & RESPONSIBILITIES:**

Student Photographers will promote a positive image of SRU through photographs for the university's social media, news outlets, and website.

Student Photographers will take action and still photos to capture sporting events, programming, and ceremonies. They will be responsible to maintain photo archives, collaborate with departments, and work on marketing teams. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

Experience w/ Adobe Suite, great communication skills, creative portfolio



# FIRST RESPONDERS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 3

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To provide First Aid and implement emergency plans at events and programs

## **POSITION DUTIES & RESPONSIBILITIES:**

Student First Responders will provide First Aid services and implement emergency plans. Student First Responders hold CPR and First Aid certifications, and are ready to use these skills in the event of an emergency. They assist at camps, events, and programming on campus that requires first responders to be present. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

great communication skills, flexible schedule. ability to stay calm in stressful situations



# LIFEGUARDS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 3

## **EXPECTED HOURS PER WEEK:**

ex: 10-20 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

Lifeguard at university pools and aquatic events

## **POSITION DUTIES & RESPONSIBILITIES:**

Student Lifeguards will surveillance university pools and aquatic facilities, secure safety of patrons, and in the event of an emergency perform emergency services. Student Lifeguards hold CPR and First Aid certifications, and are ready to use these skills in the event of an emergency. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

customer service skills, flexible schedule



# MUSICIANS

Handshake job postings MUST include the following:

## **HIRING SEMESTER:**

ex: Spring 2022

## **STUDENT WAGE TIER:**

Tier 3

## **EXPECTED HOURS PER WEEK:**

ex: 5-10 hours per week

## **LENGTH OF POSITION:**

ex: Until graduation, Spring 2022, Academic year 2022/2023

## **PURPOSE OF THE POSITION:**

To perform during campus events and programs

## **POSITION DUTIES & RESPONSIBILITIES:**

Student Musicians will perform and various events and programs on campus. Student musicians will attend rehearsals, learn requested music, and work with other musicians if necessary. Miscellaneous tasks that may arise.

## **DESIRED QUALIFICATIONS:**

flexible schedule

