

Job Title Physics Department Student Employee
Office/Department Physics Department
Location (Building) West Science
Supervisor Department Chair - Kara Beauchamp
Number of Student Workers Employed 1
Job Wage Rate or Range \$5.15 / hr
Position Summary Assist department with tasks

Principal Duties and Responsibilities Organizing, paperwork, setting up/
taking down lab equipment

Knowledge Skills and Abilities

- | | |
|--|---|
| <input type="checkbox"/> Typing | <input checked="" type="checkbox"/> Filing |
| <input type="checkbox"/> Phone Coverage | <input checked="" type="checkbox"/> Photocopying |
| <input checked="" type="checkbox"/> Data Entry | <input type="checkbox"/> Cataloging |
| <input checked="" type="checkbox"/> Research Assistant | <input type="checkbox"/> Operate Switchboard |
| <input checked="" type="checkbox"/> Tutoring | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Receptions/Registrations | <input type="checkbox"/> Supervisory Responsibilities |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Microsoft Word |
| <input checked="" type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Access |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Installing Hardware |
| <input type="checkbox"/> Dreamweaver | <input type="checkbox"/> Internet Searches |
| <input type="checkbox"/> Troubleshooting PCs | <input type="checkbox"/> Graphic Arts |
| <input type="checkbox"/> Sports Information | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Library Circulation Desk | <input type="checkbox"/> Interlibrary Loan |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Food Preparation |
| <input checked="" type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Cash Register Skills |
| <input type="checkbox"/> Heavy Lifting Required | |

Additional Job Qualifications

Knowledge of Physics

Expectations

Motivated to work. Completes tasks assigned. Asks for help when needed.

Working Conditions

Office and physics lab.

Other