

Job Title

Work Study Student for the Ethnic Studies

Office/Department

Department

Location (Building)

Ethnic Studies

Supervisor

College Hall

Number of Student Workers Employed

Catherine Stewart

Job Wage Rate or Range

\$5.15

Position Summary

To serve as student rep. on the EST Committee, update EST web page, research EST programs at other schools, assist the department in bringing in speakers, assist Chair in administering the program.

Principal Duties and Responsibilities

Record and organize EST committee minutes. Create a binder with information relevant to EST and the EST program for students. To help the EST department gain recognition among the student body.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Record and deliver minutes.

Expectations

To be present at all Committee meetings, to assist members of the department.

Working Conditions

Most work is done on the computer.

Other