

Job Title Geology Work Study
Office/Department Geology
Location (Building) Norton
Supervisor Geology Staff
Length of Employment 4-5
Job Wage Rate or Range Minimum wage
Position Summary This position entails many varied activities, depending on the jobs requested by the faculty.

Principal Duties and Responsibilities Assisting geology faculty with research, collections curation, and classroom prep

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

Expectations

Working Conditions

Friendly and collaborative

Other