

Work Study Employment Categories

ADMIN – Student Administrative Asst

Provides administrative support to a department and/or to a member of ISU faculty/staff. May include maintaining files, answering phones, typing letters, and other clerical functions. May complete other duties as assigned.

ADVISR – Student Peer Advisor

Provides advising services to ISU Freshman and Undecided majors in areas such as understanding policies, procedures, class scheduling, registration, and admission requirements for various major programs. May assist with answering phones, greeting students/visitors, filing, and may complete other duties as assigned.

AIDE – Student Instructional Aide

Provides teaching instruction for Community Education classes in a variety of subjects. May complete other duties as assigned.

ANIMAL – Student Shelter Asst

Assists in the care of animals, including cleaning pens, feeding, and grooming. May also complete some janitorial duties. May assist the public with questions. May assist with euthanasia. May complete other duties as assigned.

ANLYST – Student Data Analyst

May gather data for management and enter it into spreadsheets. May create reports, graphs, and presentations for management. May perform job cost analysis for projects. May analyze deferred maintenance and statistics. May work with departmental supervisors on data collections. May perform other duties as assigned.

ARCHT – Student Architect Asst

Assists campus architectural drafters and architects with drawings, plans, schematic designs, project research, filing, and other related duties. May need to have knowledge and experience with AutoCAD, Excel, and Word computer programs. May complete other duties as assigned.

ASST – Student Assistant

Provides assistance to campus instructors in various subject areas. May include helping with projects, assisting with special programs, and checking materials/equipment in/out. May provide some cleaning of materials/equipment. May perform general office duties. May complete other duties as assigned.

AUDIO – Student Audio/Visual Asst

Operate audio/visual equipment. May assist in Distance Learning classrooms. May set up equipment in other classrooms. May assist in the auditorium. May complete other duties as assigned.

AUTO- Student Vehicle Detailer

Provides vehicle detailing services to ISU's transportation fleet. Job duties may include, but are not limited to, fueling, washing, and vacuuming vehicles. Must have a current driver's license. May perform other duties as assigned.

BENGAL - Student Bengal Card Svcs

Assist with creating Bengal cards, granting and monitoring building access, taking care of NRC clearance, and Public Safety employee background checks. May complete other duties as assigned.

BOX – Student Box Office Attndnt

Answers questions and provides information to ticket patrons. Place ticket orders. May assist in placing posters and brochures around campus. May complete other duties as assigned.

CAMREC – Student Campus Rec Asst

Assists in the Campus Recreation building. May include building supervision, checking patrons in/out and checking equipment in/out. May attend to the weight room or climbing wall. May provide group and/or private instruction/services. May complete other duties as assigned.

CAPTNR – Student Captioner

Develop text versions of the spoken word presented in multimedia formats, utilizing a variety of captioning software and Microsoft Office. Sync texts and videos. Develop transcripts to be transferred to captioning software. Implement solutions. Record audio in captioning software to be transferred to captioning text. Ensure videos and other media are captioned in compliance with applicable laws and regulations. Assist with providing technology solutions in a partnership with Disability Services. May complete other duties as assigned.

CARE – Student Direct Care Staff

Duties include but are not limited to supervising youth in shelter care, observing and reporting youth behaviors, enforcing house rules, transporting youth in agency vehicles, intake, answering phones, cleaning, and other tasks as assigned by the shelter manager. May complete other duties as assigned.

CHILD – Student Child Care Asst

May assist the teacher with the caregiving routine for one or more classrooms. May assist with curriculum planning and classroom management. May complete some facility maintenance duties. May work with parents of children in the facility. May complete clerical duties. May handle food. May need a CDL to drive a bus. Background check will be completed. May complete other duties as assigned.

CLERK – Student Clerk

Conducts general office duties which may include filing, record keeping, staffing service counters, and other administrative tasks. May complete other duties as assigned.

COACH – Student Coach Asst

Assist head coaches in a variety of tasks. May include supervising athletic teams' workouts and practice drills. May assist in facility/equipment maintenance. May complete clerical duties and other duties as assigned by the coaching staff. May complete other duties as assigned.

CONSLT – Student Consultant

Provides support for the Help Desk call center, including installations, configuration, and troubleshooting of supported services (such as e-mail and remote access) as well as configuring and troubleshooting supported operating systems and software. May complete other duties as assigned.

COORD – Student Coordinator

Plans, coordinates, and executes special projects. May develop and promote educational activities related to special projects. May work with off-campus agencies in operating special programs. May complete other duties as assigned.

COPY – Student Copy Asst

Assists faculty, staff, and students with various copy needs in the Copy Center. Computer skills are needed. May need to be able to lift 50 or more pounds. May complete other duties as assigned.

COSTME – Student Costume Asst

Assists with costume construction, makeup, and wig design of production costume elements. May complete other duties as assigned.

CRAFT – Student Craft Shop Asst

Assist with sales, equipment, and project design. May complete other duties as assigned.

CUSTMR – Student Customer Svc

Answer phones, greet students, faculty, staff, and other visitors. Answer visitors' questions. Basic computer skills and knowledge of office equipment are needed. May require handling of confidential information. May provide customer service support for ITS systems such as MyISU, Canvas, Google Apps at ISU, etc. May complete other duties as assigned.

CUSTOD – Student Custodian

Assist in the cleaning and maintenance of campus buildings. It may involve some use of chemicals. May involve some heavy lifting. May complete other duties as assigned.

DELVRV – Student Delivery Driver

Deliver packages to ISU departments. Must have a valid driver's license and be able to pass a DMV background check. May need to be familiar with the campus. May involve some heavy lifting and will need to be able to lift at least 70 pounds. May be required to drive a large box/flatbed truck. Must be able to work well with others and be detail-oriented. Forklift experience preferred but not necessary. May complete other duties as assigned.

DENTAL – Student Dental Asst

Assist in the Clinic. May perform or assist with autoclaving, sterilization procedures, chart retrieval, filing, computer data entry, and inventory of clinical supplies. May complete other duties as assigned.

DIRCTR – Student Director

Manages/Oversees specialized programs and/or groups. May assist with appointing/removing board members, chairing meetings, and promoting activities. May complete other duties as assigned.

DOCREM- Student Document Remediation

The Document Remediation Specialist ensures digital documents are accessible and compliant with accessibility standards such as WCAG 2.1, Section 508, and PDF/UA. This role involves reviewing, editing, and remediating various document types (PDF, Word, PowerPoint, Excel, etc.) to meet accessibility guidelines and support users with disabilities. May complete other duties as assigned.

DRIVER – Student Driver

Transport passengers to and from various designated stops. Good public relations skills and a good driving record are needed. May need to obtain a Class B CDL with possible air brakes and passenger endorsements. May operate on a fixed bus route. May operate a handicapped accessible van. May be required to re-fuel and/or clean vehicles. May complete other duties as assigned.

DSPTCH - Student Dispatcher

Dispatch officers from a “live” computer program, receive calls for service and emergency situations, monitor cameras, intrusion and fire alarms, monitor the crisis line, enter reports and other data entry on the computer, limited filing, and other duties as assigned. Must be able to multitask and stay calm in an emergency. Must be able to speak clearly and be understood over the radio. May complete other duties as assigned.

EQUIP – Student Equipment/Game Asst

Assist in the Equipment Room. May assist with athletic equipment issues, laundry, practice set-up/clean-up, game preparation, game set-up/clean-up, and may complete other duties as assigned.

EVENT - Student Special Events Asst

Assist with special events held at the Holt Arena. May also assist with parking/directing traffic at the beginning and end of events. May complete other duties as assigned.

FAC – Student Facility Asst

Assist with the maintenance of campus facilities. Duties may include cleaning, dusting, mopping, vacuuming, shampooing furniture, washing windows/chairs, and cleaning restrooms. Duties may also include changing HVAC filters and assisting HVAC Specialists with maintenance of HVAC systems. May complete other duties as assigned.

FILM – Student Filmer

Assist with filming and assembling a sequence consisting of shots from raw camera footage, dialogue, sound effects, and graphics to create a final product. May assist with filming athletic practices and events. May assist with filming auditions, recitals, and/or performances for promotional use. May assist with the maintenance of a video history of the University. May complete other duties as assigned.

FINANC - Student Finance Asst

Assist with handling financial transactions. Responsibilities may include depositing money, reimbursing student club members, issuing cash advances, processing student travel records, and typing paperwork to pay expenses. May also assist with answering phones and general office duties as needed. May complete other duties as assigned.

GALLERY – Student Art Gallery Attndnt

Greet visitors, ensure gallery pieces are secure, safe, and that no one disturbs the displays. May assist with the set-up and maintenance of exhibitions. May require minimal computer skills. May complete other duties as assigned.

GAME – Student Game Center

Supervise and monitor activities in the Games Center. May be required to make changes, issue equipment, and monitor use of the area. May also be required to clean the area and repair broken items. Need to be able to be polite with customers. Basic knowledge of billiards and bowling is useful. May complete other duties as assigned.

GRADER – Student Grader

Assist instructor(s) with grading of exams, quizzes, and assignments. May also proctor in-class exams and quizzes. Some grading positions may require completion of advanced courses. May complete other duties as assigned.

GRAPHIC – Student Graphic Designer

Assist with graphic design projects. Familiarity with Adobe Photoshop, InDesign, and Mac OSX is helpful. Must be motivated, reliable, a self-starter, and able to work with minimal supervision. Background in art or graphic design is preferred. May complete other duties as assigned.

GREEN – Student Greenhouse Asst

Duties include cleaning and maintenance of both working and growing spaces in the teaching greenhouse facility. May require work in areas where pesticides are used and may require understanding and following WRA guidelines regarding pesticide safety. May require heavy lifting. Must be able to work independently. Interest in plant culture and propagation is preferred. May complete other duties as assigned.

GRNDS – Student Grounds Asst

Assist with completion of grounds maintenance tasks such as mowing, watering, raking, weeding, planting, picking up trash, and other related tasks. May require the use of various grounds equipment. Some knowledge of grounds care is required. Some positions may be seasonal. May complete other duties as assigned.

HEALTH – Student Health Asst

Assist in the medical office with tasks such as pulling charts for appointments, copying and cutting forms, filing medical letters and reports in patients' charts, and filing charts. Complete confidentiality is required. Excellent interpersonal skills are required. Coursework in a medical field, a certificate in a medical discipline, or experience in a medical environment preferred. May complete other duties as assigned.

HLTHAM – Student Public Health Ambassador

Provide University students, faculty, staff, and guests with information regarding COVID-19 protocols, including physical distancing, wearing face coverings, and hand/cough hygiene. Communicate the new safety protocols in a respectful, informative manner. May be assigned a designated area to walk through and monitor. May complete other duties as assigned.

HLTHLB – Student Health Occupations Lab Asst

Assist in providing setup for simulation demonstrations in the nursing lab. Assist with specific simulation demonstrations. Assist with inventory and organizing lab equipment. Basic health care skills preferred. May complete other duties as assigned.

HOLT – Student Asst for Holt Arena

Assist in Holt Arena for various events. May include concession help, prep work of concession food before the day of sale, clean-up of concession area after closing, taking money, and giving correct change to customers. May include maintenance work, set-up for events, and clean-up after events. May complete other duties as assigned.

HOUS – Student Housing Asst

May assist with the management of apartment and resident halls. May require limited maintenance duties. Assist residents with check-ins and check-outs, emergency calls, and procedures. May need to be available and open to residents in areas of responsibility and within the buildings or complexes themselves, whether on duty or not. May be required to perform educational activities as directed by the Residence Life curriculum. May complete other duties as assigned.

IMCLBR – Student IMB – Library Asst

Assist in sorting and cataloging K-12 curricular materials into databases. Help with material check-in/check-out. Computer skills required. Library work experience or knowledge is preferred. May complete other duties as assigned.

INSTAL – Student Installer

Assist with phone repairs and installations. Pull cable, install jacks for voice and network connections. Pull riser cable between termination locations. Install fiber as a backbone and as inner building connections. May complete other duties as assigned.

INTERN – Student Intern

Assist in various departments and/or programs to gain on-the-job training. Computer and typing skills may be required. Excellent verbal and written communication skills may be required. A high degree of professionalism may be required. May be required to maintain confidentiality.

May require specific training or coursework depending on the department and/or program providing the internship. May complete other duties as assigned.

INTRML – Student Intramural Asst

Assist with Intramural sports. May be required to keep time, scores, and statistics for intramural sports. General knowledge of sports is helpful. Supervisor/Official positions may require full knowledge of a specific sport. First aid training may be required. May complete other duties as assigned.

INVTRY – Student Inventory Asst

Assist with inventory control. Computer skills required. May require heavy lifting. May require a valid driver's license. May complete other duties as assigned.

ITSTU – Student IT Asst

Update and troubleshoot computers, respond to user support calls, create user documentation, document procedures and workflows, support EMR systems, etc. May maintain hardware and software for personal computers in various areas on campus. May complete other duties as assigned.

KITCHN – Student Kitchen Manager

Oversee/schedule staff. Implement CACFP policies in daily food preparation. Pick up prepared food from the vendor. Portion/deliver food to classrooms by age/dietary needs. Operate/maintain kitchen equipment following established best practices. May complete other duties as assigned.

LAB – Student Lab Consultant

Assist in academic or academic support computer labs in the use of software or other media. May require specific coursework/training for the area assigned. Basic computer skills required. Good communication skills required. May need knowledge of Microsoft Office programs such as Word, Excel, and PowerPoint. May need to maintain strict confidentiality. In Nursing, may assist in providing set up for simulation demonstrations, inventory, and organizing lab equipment. May perform other duties as assigned.

LABAST – Student Lab Asst

Assist in providing controlled conditions in labs for scientific research and experiments. Basic computer skills needed. May assist with specific projects. May inventory and organize lab collections and lab equipment. May clean and maintain glassware and other lab equipment. May work with chemicals. Background/coursework/knowledge in a specific field may be required. In Nursing, may assist in providing setup for simulation demonstrations, inventory, and organizing lab equipment. May complete other duties as assigned.

LABOR – Student Laborer

Assist with facility maintenance. May include some painting and heavy lifting. May include the use of chemicals. May pick up and transport materials and supplies to worksites. May also assist with inspecting/repairing emergency exit lights on campus. May complete other duties as assigned.

LIBR – Student Library Asst

Assist library patrons. Retrieve and re-shelve materials. Assist in the maintenance of files and records. May perform some clerical duties. May complete other duties as assigned.

LIFEGD – Student Lifeguard

Monitor pool activity to ensure patron safety. Open/close pool area during hours of operation. Responsible for upholding pool rules and regulations, and for keeping the deck area clean and organized at all times. May provide group and/or private swim instruction. Required: Red Cross Lifeguarding, CPR, and First Aid certifications. May complete other duties as assigned.

MAIL – Student Mail Handler

Wait on customers, write up packages, answer phones, sell stamps. May help sort and deliver mail. May need to have a current driver's license and may require heavy lifting. May complete other duties as assigned.

MAINT – Student Maintenance Asst

Assist in the maintenance of campus facilities. May include: vacuuming, cleaning windows, wiping down athletic equipment, minor repairs, and painting. May also pick up and transport materials and supplies to worksites. Assist other maintenance workers with other duties. May complete other duties as assigned.

MANAGR – Student Manager

Assist in supervising daily operations. May perform office duties such as answering phones and other clerical tasks. May assist with basic custodial duties. May supervise/train other employees. May perform other duties as assigned.

MECHNC – Student Mechanic Asst

Assist the mechanic with tasks such as preventative maintenance services, minor repairs, and some shop clean-up. Class B CDL with Passenger and Air Brakes endorsements may be required. May complete other duties as assigned.

MEDIA – Student Media Asst

Assist with designing materials for other organizations and university departments, such as banners, displays, and sandwich boards. May also work on posters, flyers, calendars, brochures, website elements, etc. Track supply inventory. May assist with the distribution of ISU press releases to the media. Good computer and typing skills required. A working knowledge of Adobe Illustrator, Photoshop, InDesign, Microsoft Word, Excel, and scanning software is preferred. May complete other duties as assigned.

MKTG – Student Marketing Asst

Assist with marketing and communication initiatives for campus and community organizations. Duties may include creating and scheduling social media content, designing digital and print materials, capturing photos and videos, and promoting events or programs. May also support outreach activities, campaign planning, and content editing. May work independently or in teams and may need to learn new software. Experience with communicating effectively, as well as

experience with Adobe Creative Suite, Canva, Microsoft Office, and social media platforms, may be preferred. May complete other duties as assigned.

MODEL – Student Art Model

The model must be comfortable with his/her own body as nude modeling may be required. Must be able to hold a post for up to 15 minutes at a time. Some physical conditioning is required. Must be dependable. May complete other duties as assigned.

MOVIE – Student Movie Projectionist

Operate 35mm and DVD projectors in Bengal Movie Theater. Prepare the screen for the movie, assist with ticket sales, open/close the theater, handle equipment malfunctions, and keep the projectionist booth clean. May be required to work nights and/or weekends. May complete other duties as assigned.

MUSEUM – Student Museum Assistant

This position may support the Museum through a variety of responsibilities. Duties may include sorting, cataloging, and maintaining fossils, artifacts, and archival materials; assisting with data entry and the creation of databases, including comparative research and value assessments of collection items; and coordinating with experts in the field to conduct research and collection comparisons. The position may also provide support with mailing educational materials, special events, and field trips, as well as performing clerical tasks and other duties as assigned. The role may require lifting up to 25 pounds. May complete other duties as assigned.

MUSIC – Student Music Asst

May assist with concert ticket sales and provide event support, including ushering, setup, and takedown of performances, and handling electronic equipment. Responsibilities may also include sorting and cataloging physical music materials. May complete other duties as assigned.

NOTE – Student Note Taker

Disability Services note taker takes notes for students with disabilities who cannot take notes for themselves. Notes are typed in an accessible format. Also, may provide other services such as readers, scribes, and test proctors in the Disability Services Office. May complete other duties as assigned.

NURSE – Student Nursing Asst

Strong customer service and organizational skills are required. Must have general office skills and computer skills. Needs to be able to maintain a high degree of confidentiality and professionalism. May do some filing, scheduling appointments, and medical and pharmacy inventory. Ability to obtain patient vital signs preferred. May need to be a Health Professions major. May complete other duties as assigned.

OFFC – Student Office Asst

Answer phones, greet customers, run errands, make copies, mailings, filing and scanning. Computer and typing skills required. May need to have knowledge of Microsoft Word, Excel, PowerPoint, and Access. May also proctor exams and quizzes in accordance with policies and procedures specific to each test or quiz. May assist in grading exams and recording test scores.

May assist with New Student orientation (campus tours, assist new students, etc.). May complete other duties as assigned.

OPRTR – Student Board Operator

Receives calls at the switchboard and directs calls. May be required to answer a multi-line console. Must have a professional manner. May also perform other office and clerical duties. May complete other duties as assigned.

OUTDR – Student Outdoor Asst

Assist with Outdoor Program activities. Help with workshops and classes. Rent, repair and resale outdoor recreational equipment. Computer skills required. May require cash handling skills. Knowledge of different outdoor equipment is helpful. May complete other duties as assigned.

OUTRCH – Student Outreach Asst

Assist with the preparation and execution of zoo educational programs. Must have the ability and willingness to handle animals and to work with children. Must be creative and enthusiastic with good public relations/speaking skills. A background check may be required. A valid driver's license may be required. May complete other duties as assigned.

PANTRY - Benny's Pantry Assistant

Greet customers, assist customers with shopping for food and personal hygiene items, and answer questions. Keep a record of food and other articles coming in (donations & foodbank deliveries) and going out, as well as family sizes and ages. Stock the shelves and rotate the food on the shelves. May complete other duties as assigned.

PARK – Student Parking Asst

Sell parking permits, receipt paid parking tickets, answer phone, greet customers and guests, filing, and some data entry. May complete other duties as assigned.

PHARM – Student Pharmacy Tech

Provide assistance and review prescription requests. Assist pharmacist with other duties as assigned. May be required to possess (or be eligible for) a pharmacy technician license from the Idaho State Board of Pharmacy. A medical background or health sciences student is preferred. Ability to maintain confidentiality required. Previous pharmacy technician experience helpful. May complete other duties as assigned.

PHOTO – Student Photographer

Assist University photographers in a variety of tasks, including archiving digital images, editing various images for multiple uses, and assisting with various assignments. Knowledge of Adobe Photoshop and Apple Macintosh computers preferred. May complete other duties as assigned.

POSTER – Student Poster Hanger

Deliver posters from campus organizations to different locations on campus for display. Responsible for removing outdated posters. May complete other duties as assigned.

PRINT – Student Art Printmaking Attndnt

Help with projects delegated by the Printmaking instructor. May complete other duties as assigned.

PROCTR – Student Proctor

Proctor exams and quizzes in accordance with policies and procedures specific to each test or quiz. Computer skills required. Basic knowledge of Word, Excel, and the Internet is required. May assist in grading exams and recording test scores. May complete other duties as assigned.

PROGRM – Student Programmer

May work as part of a team or independently. May create a simple to complex dynamic form. May pull the script off the server and edit it. Solves routine programming problems and determines appropriate solutions. May work with PHP, MySQL, PL/SQL, and HTML, as well as providing documentation. May complete other duties as assigned.

PRGAST – Student Program Asst

Help coordinate and attend group activities. Help recruit volunteers when needed. May require experience working with adults/children. May work on special projects as assigned. Good customer service skills, communication, and writing skills are needed. May complete other duties as assigned.

PUBSFT – Student Public Safety

Provide assistance to the Department of Public Safety in maintaining and improving safety initiatives on campus. Participate in planning, training, and exercise activities. Gain experience reviewing and analyzing laws, policies, and procedures. Assist in the maintenance and tracking of campus AEDs, building evacuations, and collecting data for safety-related maps. Provide input for improving campus safety for students. May complete other duties as assigned.

RADIO – Student Radio Asst

May assist with developing a program schedule using both local and nationally produced programs. May use PRSS Content Depot software to subscribe to programming from national networks. The Morning Host may be responsible for NPR's Morning Edition and opening the station, as well as all live weather updates and station breaks. The Operations Manager may assist with creating a weekly work schedule for all KISU employees, as well as being responsible for filling open positions. May complete other duties as assigned.

RECRUT - Student Recruiting Asst

Assist with the recruitment of national/international students. May also assist with general office duties. May require computer and/or typing skills. May need knowledge of Microsoft Word, Excel, PowerPoint, and Access. May complete other duties as assigned.

RCPTN – Student Receptionist

Answer phones, greet customers, and assist customers with requests/complaints. May perform other office and clerical duties. May complete other duties as assigned.

RECORD – Student Recorder

Record department concerts, general recital hours, and student recitals. Requires knowledge of the recording system in the Music department. May complete other duties as assigned.

RSRCH – Student Research Asst

Assist faculty/staff members with a variety of research projects. May require basic computer and typing skills. May perform general office/clerical duties. May complete other duties as assigned.

RSRCH2 – Student Research Asst for CAMAS

Assist faculty/staff members in the CAMAS facility. May manage inquiries about contract analysis, method development, and implementation for any research or contract analysis inquiry, instrumental analysis, including, but not limited to, instrument calibration, instrument maintenance, data collection and reduction, and summary reports. Additional duties may include coordinating intra-campus requests for facility access, M&O (Facilities) service or repair requests, proximity card access for facility users, and correspondence with campus parties regarding maintenance requests for research access to the facility. May prepare summary reports for administration about research activities in CAMAS. May complete other duties as assigned.

SAFETY – Student Public Safety Asst

Some background in law enforcement or coursework may be required. Patrols assigned area, completes investigations, and writes reports. May be required to complete specific trainings such as handcuffing and arrest techniques, self-defense tactics, and certification in the use of OC (pepper spray.) May provide safety escort services. May complete other duties as assigned.

SENATE – Student Senate Pro-Tempore

Assigns senators to committees; conducts weekly caucus meeting, excusing those senators from attending the meeting if they are unable to make it; Provides information on events and assignments during caucus meeting. May complete other duties as assigned.

SHELTR - Student Shelter Manager

Monitor and ensure that clients abide by agency policies and shelter rules. Maintain an atmosphere of fair, safe, and caring support of clients, and resolve disputes without bias. Complete client intakes. SAFETY AND SECURITY: maintain a clean and safe environment, perform police background checks, and breathalyzer tests. COMMUNITY RELATIONS: Receive donations and provide receipts. May complete other duties as assigned.

SHOP – Student Shop Asst

Assist in moving and storing equipment. May experience heavy work, heavy cleaning, grease and oil, general labor, and welding. May deliver materials to worksites. May require heavy lifting. A valid driver's license may be required. May complete other duties as assigned.

SOUND – Student Sound Asst

Operate and maintain sound system equipment. Must have knowledge of and experience operating sound equipment. Keep an accurate inventory of supplies and order supplies when needed. Set up, operate, and take down equipment for events. May complete other duties as assigned.

STGCRW – Student Stage Crew Asst

May build and paint scenery. May do basic welding. May install and rig all set designs. May hang and focus designs. May help supervise lab students. May strike all set designs. May move equipment and experience heavy work. May require a valid driver's license. May complete other duties as assigned.

STUDY – Student Guided Study Attndnt

Monitor athletic study hall tables for student athletes and academic mentoring. May assist with clerical duties. May complete other duties as assigned.

SUPER – Student Supervisor

Act as liaison between management and office personnel. Observe what is taking place and report maintenance problems, hazards, accidents, and incidents. Make appropriate phone calls if employees fail to show up for assigned shifts, covering shifts if necessary. Provide customer service and ongoing support to customers/clients in resolving problems. May assist in maintaining equipment and facility. May provide supervision of Student IT Assistants/Student Support Technicians and perform related work. May assist with equipment installs. May be required to have CPR and First Aid certifications. May complete other duties as assigned.

SUPPRT – Student Support Tech

Provide PC support to help with everyday problems for faculty, staff, and students. May install, configure, and troubleshoot supported operating systems and software on university-owned computers. May provide ongoing support to customers/clients in resolving problems. May complete other duties as assigned.

TCOORD – Student Tutor Coordinator

Coordinates SI weekly meetings and semester orientation meetings. Keeps confidential files on all tutors and SI program leaders. Supervises all tutors and SI leaders. Reports on tutor program statistics at the end of each semester. Maintains all tutor lists. May complete other duties as assigned.

TEACHR – Student Teacher Aide

Responsible for administering and supervising curriculum, snacks, homework tutoring, and free time. May care for school equipment. Must be able to work well with other teachers, parents, students, janitors, and other administration. A background check may be required. CPR and First Aid certifications may be required. May complete other duties as assigned.

TECREC – Student Tech Records Asst

Assist in computer data entry and typing correspondence, scanning, and other clerical duties as assigned. Must be able to maintain a high level of confidentiality. May work in the computer lab. May complete reception duties as assigned.

THEATR – Student Theater Manager

Manage the daily operations of the Bengal Movie Theater. Oversee other staff members, create work schedules, train new employees, supervise money handling, maintain equipment, and meet with vendors. Nights and weekends may be required. Communication skills and the ability to

work independently are required. Prior experience is preferred. May complete other duties as assigned.

TICKET – Student Ticket Writer

Patrol campus parking lots and enforce parking regulations by issuing parking citations and tow warnings. May give directions or other information when requested. May direct traffic and park vehicles at campus events. May complete other duties as assigned.

TRAINR – Student Trainer

Work in the athletic training room under the supervision of full-time athletic training staff members and team physicians. Must have taping skills, first aid, and medical skills. May complete other duties as assigned.

TRANSC – Student Transcriber

Transcribe native languages. May complete other duties as assigned.

TRIOSI – Student SI Leader for TRIO

Provide additional assistance outside the classroom for a specific instructor and a specific subject. May complete other duties as assigned.

TUTOR – Student Tutor

Provide additional tutoring outside the classroom for a specific subject. May require advanced coursework for subject matter. May tutor one-on-one and/or in small groups. May work with children. Small group tutor designated as TUTOR. May complete other duties as assigned.

USHER – Student Usher

Sell tickets for concerts/theater, hand out programs during concerts, and hand out recital slips for concert attendance. May work concessions counter at the theater office. May complete other duties as assigned.

WEAVE – Student Weaving/Paper Attdnt

Assist with projects distributed by the Papermaking and Weaving instructor. May complete other duties as assigned.

WEB – Student Web Asst

Design, develop, code, and maintain web pages. Must have good knowledge of computer graphic design techniques, design, and desktop publishing software. Must be able to complete projects in a timely manner. Knowledge of XHTML and CSS preferred. Understanding of JavaScript, Server-Side Includes (SSI), XM, L, RSS, and other web development technologies desired. May complete other duties as assigned.

WELDER – Student Welder Asst

Assist the campus welder with various repairs. May deliver materials and equipment, clean shop areas, etc. May complete other duties as assigned.

WKOFFC – Student Weekend Office Asst

Answer phones, greet customers, run errands, make copies, mailings, filing, and scanning. Computer and typing skills required. May need to have knowledge of Microsoft Word, Excel, PowerPoint, and Access. May also proctor exams and quizzes in accordance with policies and procedures specific to each test or quiz. May assist in grading exams and recording test scores. May work weekends. May complete other duties as assigned.

WRITER – Student Writer

Assist with technical writing projects as assigned. May assist with reception/clerical duties as assigned. May complete other duties as assigned.

ZOO - Student Zoo Asst

Duties include but are not limited to: cleaning zoo animal exhibits, feeding and observing animals, assisting other zoo keepers and veterinarians, capturing and restraining tame and domestic animals, performing minor repairs and maintenance to exhibits and on the grounds, and assisting the visiting public. Some education or background in biology or a related field is desired. May complete other duties as assigned.

NOTE TO EMPLOYERS

If you need a job description created, please submit the job title and description to Katheryn Wareing at warekath@isu.edu.

Address questions regarding Work Study to Financial Aid.

Financial Aid... 208-282-2756

Katheryn Wareing... 208-282-2227

Penny Monson... 208-282-2559

E-mail...monspenn@isu.edu