



Federal College Work Study

Academic & Research Computing

Job Description: Student computer consultant. Provide general computer support to all members of campus community. Respond to questions in person, via telephone and online.

Skills: Good communication skills, general computing knowledge, especially RPI computing and setup. Be available to work assigned schedule. Must be willing to learn new computer skills. Training will be provided.

Academic Research Computing/Computer Repair

Job Description: Duties include assisting in the expediting of receiving/distribution of parts to RCR's Technical Team. Delivery and pick up of completed repaired computers, and peripherals, to various locations on campus. Provide general computer support to all members of campus community. Respond to questions in person, via telephone and online.

Skills: Must be able to lift up to 50 pounds and be organized.

Admissions

Job Description: Clerical position. Including filing, stuffing envelopes for mailing, labeling, running campus errands, opening & sorting of incoming mail etc. May include light moving of supplies to and from the basement storage area.

Skills: Attention to detail, strong work ethic.

Advising & Learning Assistance Center

Job Description: Data entry, running errands, answering phones, and general office duties.

Skills: None

Alumni Relations

Job Description: Clerical position. Duties include general office work such as typing, working with Excel spreadsheets and Word documents, running campus errands, working with

confidential information. Also may provide assistance during events.

Skills: Must use discretion and judgment when reviewing confidential information.

America Counts*

Job Description: Tutoring & mentoring children in grades pre-K through 9 in math skills.

Students work with teachers in public, private and parochial schools in Troy helping youngsters to become proficient in math skills. Tutoring will take place in local schools during school hours or in local libraries and museums in early evening or on Saturdays in the Tutor Time program, depending on student's schedule. Training occurs in early September and support is given all year to all Work Study student tutors. Hired students are paid for their training and for preparation time each week, as well as for the traveling and tutoring time each session.

Skills: Students must value math, like children, and have some prior experience working with children (i.e. siblings, in schools, or on campus). Applicants will be interviewed by program director.

America Reads*

Job Description: Tutoring & mentoring children in grades pre-K through 3 in reading skills.

Students work with teachers in public, private and parochial schools in Troy helping youngsters learn basic reading skills and to love reading. Tutoring will take place in local schools during school hours or in local libraries and museums in early evening or on Saturdays in the Tutor Time program, depending on student's schedule. Training occurs in early September and support is given all year to all Work Study student tutors. Hired students are paid for their training and for preparation time each week, as well as for the traveling and tutoring time each session.

Skills: Students must value reading, like children, and have some prior experience working with children (i.e. siblings, in schools, or on campus). Applicants will be interviewed by program director.

Archer Center for Student Leadership Development

Job Description: Telephone support, assistance with registration for various programs, assistance with planning special events, light data entry, organizing materials as needed.

Skills: None

Architecture Library

Job Description: Clerical position with some research and maintenance duties. Specifics include providing service and support at circulation/reserve desk - checking in/out library materials, answering phone, providing directional/reference assistance, organizing class reserve materials, fulfilling interlibrary loan requests, recording statistics, maintaining copy machine and printers, typing and other clerical duties. Maintaining stacks – includes shelving books, journals, videos, maps and slides in correct order. Also dusting, light cleaning of library, arranging and moving of materials within the library, and daily campus deliveries.

Skills: Excellent customer service and communication skills needed, consistent attendance required, willingness to learn basic library policies.

Architecture-Dean's Office

Job Description: Clerical position. Duties include general office work including light typing, filing, mail distribution, researching information for faculty, etc. Also, general building clean-up and light moving of furniture.

Skills: None

Arts Department

Job Description: Office Clerk, Public Relations Clerk and Engineering Positions- clerical work including assist staff and faculty by copying, maintaining bulletin boards, covering phones, preparing informational packets, posting flyers and course material, delivering inter-campus packages, light cleaning. Special duties may include web research and data entry as needed. PR Clerk performs clerical work & helps design PR materials. Some evening and weekend hours are available. Engineering position requires supporting the audiovisual needs of the dept. Duties include working in the equipment room with studio equipment.

Skills: Students need to bring laptop to every shift. Graphic design exp. (InDesign) desired. Knowledge of Acrobat & Illustrator is helpful. For engineering position, basic knowledge of audiovisual computer and digital photography equipment needed. Other skill sets relating to audio & video editing helpful.

Athletics

Job Description: Several positions within the department. Positions include: maintenance, clerical, equipment room work, and lifeguard. Athletics supervisor will assign you to a particular job within the department. Jobs may involve assisting staff with pre-practice, pre-game preparation, event coverage, event setup and cleanup, room and supply maintenance, overall care to athletes and their injuries, handling athletic equipment, laundry, inventory, building maintenance and cleaning, game-day services (statistical-based). Also, clerical duties may include answering phones, taking messages, directing visitors, photocopying, mass mailings, computer work, running campus errands, etc. Lifeguard positions also available.

Skills: Some jobs in this department do not require special skills. Skills needed for certain positions include CPR and first aid skills, American Red Cross Lifeguard Training, computer and typing skills, phone skills, friendly and out-going personality.

Biology

Job Description: Clerical work and some lab work. Duties include filing, computer work, photocopying, campus errands, typing, stuffing folders and envelopes.

Skills: None

Biomedical Engineering

Job Description: Clerical work. General office support filing, shredding, campus errands, typing, computer work, web searches and scanning documents. Assisting faculty with data entry.

Skills: Computer knowledge helpful, especially knowledge of MS Word, Excel and Access.

Bookstore

Job Description: Retail position. Duties include working as a cashier, unloading trucks, pricing merchandise, stocking shelves, general cleaning, customer service, computer input and other related tasks as assigned.

Skills: Must be available to work on Saturdays from Noon - 4pm. Students must be honest, dependable.

Bursar's Office

Job Description: Clerical and computer work. Duties include filing, data entry, alphabetizing, typing, campus deliveries, mailings and other clerical tasks as assigned.

Skills: Good with numbers, attention to detail.

Campus Card Office

Job Description: Clerical position. Duties include filing ID and R.A.D. deposit slips, making RAD deposits on the cash register.

Skills: Ability to decipher illegible handwriting a plus.

Campus Computer Store

Job Description: Duties include pricing merchandise, stocking shelves, assisting customers, answering phones, making departmental deliveries on campus, general cleaning and other related tasks as assigned.

Skills: Must be honest, dependable, and able to lift up to 50 pounds with a driver's license is required.

Campus Parking & Transportation

Job Description: Data entry of motor vehicle permits, parking tickets and ticket appeals. Issue out parking permits and decals. Collect and account for parking fees, fines, and taxes received in person and through the mail, including parking meter revenues. Answer routine phone and in-person inquiries regarding the campus parking and shuttle bus system. Filing as required and miscellaneous office duties as assigned.

Skills: Excellent customer service skills and ability to perform duties in accordance with Institute and department policies and procedures.

Career Development Center

Job Description: General office work and act as career assistants. Duties include answering telephones, filing, typing, computer work, photocopying, etc. Professional conduct required for working the CDC recruiting area.

Skills: Customer service skills required for dealing with students and visiting employers. Computer skills needed, especially knowledge of MS Word and Excel.

Center for Automation Technologies (CAT)

Job Description: CATS lab position. Duties include organizing, maintaining and developing

databases, scanning documents, assist research staff as needed and other duties as assigned.

Skills: Typing and filing skills and must be reliable. An interest in engineering is helpful.

Center for Bio Technology

Job Description: Clerical position. Duties include sorting of mail, copying, collating, campus errands, and assist with space survey. Also sit at front desk greeting and directing visitors.

Skills: Ability to follow instructions and use office equipment.

Center for Initiatives in Pre-College Ed. (CIPCE)

Job Description: Clerical position. Duties include photocopying, filing, running errands on campus, data entry, etc. Sorting LEGO bricks, building LEGO Robots and assisting in the planning & prep for a LEGO League tournament.

Skills: Some familiarity with Macs, Graphics or Animation a plus.

Center for Integrated Electronics (CIE)

Job Description: Clerical and other duties as needed. Duties include copying, filing, answering phones, running errands, scanning reports, etc.

Skills: None

Chapel & Cultural Center*

Job Description: Position involves performing security, maintenance, public relations and clerical functions. Security duties include supervision of various group meetings, building lock-up (if working the night shift), periodic check-up of doors and windows, supervision of grounds. Maintenance duties include cleanup of Center, cleanup after group meetings, grounds cleanup, and control of lights, heat, and air conditioning. Public relations duties include helping run events, poster distribution, act as host for all groups who are scheduled at the Center, answer telephone in a courteous and responsible manner. Other duties may be assigned. Some weekend work occasionally required.

Skills: Must be personable and have good communication skills.

Chemical Engineering

Job Description: Clerical position. Duties include filing, photocopying, campus errands, etc.

Skills: None

Chemistry

Job Description: Clerical and research work. Duties include inventory, repair and improvements, preparation of electrical apparatus and equipment, standardize instruments, transfer chemicals and supplies, prepare solutions and reference standards, general office and computer work.

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Chemistry/Polymer Center

Job Description: Clerical and some maintenance work. Clerical duties include running errands, etc. Maintenance includes setting up tables and chairs for seminars. Research in a lab setting may also be possible. Chemistry majors preferred. Also includes some light computer work, mailing lists, etc.

Skills: No special skills needed for clerical and maintenance duties, but a Chemistry major is required if there is lab research work available.

Children's Museum Of Sci/Tech*

Job Description: Students work at the Children's Museum of Science & Technology located in the Rensselaer Technology Park. Ideal candidates are individuals who enjoy working with children in an extracurricular environment. Students will handle a variety of tasks, largely dependent on their area of interest.

Skills: Candidates MUST HAVE THEIR OWN CAR and be willing to provide their own transportation to the museum. Candidates must complete an application and interview process. Demonstrated interest in children, creativity and the ability to work with the public is important.

Civil & Environmental Engineering

Job Description: Clerical position. Duties include filing, running errands on campus, copying, answering phones, light typing, prepare bulletin boards, help professors as needed, etc.

Skills: None

Clubhouse Pub

Job Description: Duties include bar service, table waiting, ID check at the door, cleaning, restocking, and closing work includes handling cash. "TIPS" training required for new staff. Training sessions offered in early fall.

Skills: Good communication and interpersonal skills, reliability, loyalty, restaurant experience helpful, but not required. Need to be a team player.

Cognitive Science

Job Description: Clerical position. Duties include copying, filing, campus errands, answering phones, etc.

Skills: Must be responsible and conscientious.

Computer Center for Nanotech Innov (CCNI)

Job Description: Computer support position: Duties include working with research staff on assigned projects (programming applications, Web page development, ect.); assist with the maintenance and upkeep of computer equipment (cleaning, stocking, supplies, repairs, ect.).

Skills: Transportation to Tech Park is required. Basic computer skills needed, knowledge of programming in various languages desired, and advance computer skills area definite asset.

Computer Science

Job Description: Clerical and technical positions. Clerical duties include running errands, photocopying, mail distribution, assembling department technical reports, posting notices on seminar/conferences, employment and education bulletin boards, recycling, unloading and stocking copy paper, send out information to prospective graduate students, answer telephones, cover/close main office and other rooms when dept. secretary is not available, assist with weekly colloquium when required, make files for new graduate candidates. Technical position offers a variety of tasks suiting different skill levels. In addition to daily maintenance tasks such as stocking printers, qualifies students will have the opportunity to aid the department in tasks such as troubleshooting, networking installation, programming and web development, as well as other miscellaneous system work as needed.

Skills: Typing and telephone skills needed for clerical positions. Computer knowledge needed for technical positions.

Core Engineering

Job Description: Clerical and laboratory positions. Clerical duties include copying, filing, campus errands, computer work, shredding, mailings on and off campus, and other projects as needed. Laboratory duties involve supporting classes and student project work in one of the following shops, the Advanced Manufacturing Lab, JEC Student Shop, or MDL Fabrication & Prototyping Area. Under the direct supervision of shop staff the student will operate various manufacturing equipment, instruct students on safe operation of equipment, and deliver laboratory modules as needed.

Skills: Use of machines relating to engineering processes class. Must be a sophomore, junior, or senior level engineering student.

Darrin Fresh Water Institute (DFWI)

Job Description: Clerical and lab positions. Clerical duties include copying, some computer work, running errands, sorting mail and filing. Lab duties include assist in preparation of media, solutions, sterilization of glassware and other materials for molecular biology. Majority of work will be in preparation of materials for experiments. However, highly motivated students will have some opportunity to assist in scientific experimentation.

Skills: None

Dean of Students Office*

Job Description: Clerical position. Duties include work at the reception desk, filing, mass mailings, running errands, some data entry and other general office tasks as assigned.

Skills: Experience with Microsoft Word, Excel, Access and Web knowledge a plus, but not required.

Decision Sciences & Engineering Systems (DSES)

Job Description: Clerical work, research on the Web, and office maintenance. Duties include making copies, binding manuscripts, campus errands, light housekeeping duties near work area.

Skills: None required, but computer skills such as Excel, Access, PageMaker and other skills are a plus.

Development

Job Description: Duties include supporting the advancement office of the Institute in a variety of ways, including researching the Web, working on databases, organizing materials for special campus-wide and donor recognition events, helping with paperwork and filing associated with donor relations and research materials-all of which will enable the work-study student to learn several aspects of academic fundraising.

Skills: Microsoft Word and Excel experience helpful.

Dot CIO/Multimedia Services

Job Description: Production position- Students act as production assistants. Duties include operating local and remote audio and video devices used in course and non-course productions/projects; create multimedia and graphic design materials, archiving of video materials; assist with the creation and maintenance of internal information systems and web products. Media position- Duties include assist with support of campus audio-visual needs and operational activities, including set--up and removal of portable audio visual systems, routing maintenance of audio-visual equipment, and occasional errands.

Skills: Must demonstrate a commitment to the job and to quality. All student skills will be assessed and cross training provided in all areas. Students having strong production or multimedia and graphic design skills are a plus, but not required.

Earth & Environmental Science

Job Description: Clerical position. Duties include filing, distribution of mail, copying, campus errands, answering phones and computer projects.

Skills: Basic office skills, minor Excel and Word computer skills and a friendly disposition desired.

Economics

Job Description: Clerical position. Duties include answering phones, photocopying, running errands, computer work, typing, library research, etc.

Skills: None

Electrical, Computer and Systems Engineering (ECSE)

Job Description: Clerical and technical positions. Clerical duties include preparing course materials for faculty, delivering mail to different offices on campus, answering phones and other office duties as assigned. Technical duties include assist in networking and teaching labs when needed.

Skills: None

Engineering, School of-Dean's Office

Job Description: Clerical position. Duties include answering phones, photocopying, helping with mailings, filing, shredding, cycling, campus deliveries, occasional moving and reorganizing of boxes and/or materials for conferences and events. A computer position.

Skills: Knowledge of MS Word, Excel and Access would be helpful for assisting with routine correspondence mailings, creating lists and labels.

Environmental & Site Services/Recycling Assistant*

Job Description: Clerical, research and maintenance duties involved in recycling. Maintenance includes crushing and moving cardboard, responding to recycling "emergency" situations, and informing vendors where toters are located. Research recycling procedures, as well as broad environmental issues, that are related to the Environmental Education Center (EEC). Clerical duties include answering phones, placing calls and running errands.

Skills: Computer skills desirable, especial HTML and WWW. Physical and safety training provided. Must be 18 years old and have a valid driver's license.

Environmental & Site Services/Assistant Groundskeeper

Job Description: Landscape maintenance-essential functions are working in teams and perform the following functions: maintaining campus grounds including lawns, flower beds and shrubs. This team operates like a landscape contractor; they work in their own crews and zones. Assist moving crew w/loading and unloading trucks, move furniture and other equipment.

Skills: Must be 18+ and have a valid driver's license. Physical and Safety training needed (will be scheduled and provided by Rensselaer)

Environmental & Site Services/Mail Clerk

Job Description: Essential Functions: sort and distribute incoming and campus mail; sort and affix postage on outgoing mail; distribute campus memos; label, sort and bag for non-profit mail; readdress first class mail resulting in rerouting to proper address; other duties as assigned.

Skills: Physical and safety training will be provided and scheduled by Rensselaer.

Financial Aid

Job Description: Clerical position. Duties include filing, data entry, answering phones, greeting students and visitors, running errands on campus, etc.

Skills: Computer skills helpful, but will train.

First Year Experience, Office of

Job Description: Duties include general office work, such as answering phones, taking messages, mailings, posting flyers, running campus errands, working with confidential information, learning the timeline and process for upcoming FYE programs and help with various projects as assigned.

Skills: Dependable, excellent customer service skills, computer skills, attention to detail, ability and willingness to work in a fast-paced environment.

Government & Community Relations

Job Description: Duties include varied assignments as they arise related to: compiling information, tracking data, web research, errands, mailings etc.

Skills: Knowledge of MS Word, Excel and Web required.

Graduate School

Job Description: Clerical Position: Duties include filing, opening mail, campus errands and other duties as assigned.

Skills: None

Graduate School/Academic Services

Job Description: Clerical position: Duties include general office work such as typing, working with Word documents and Excel spreadsheets, overnight mailing distribution, photocopying, data entry, other related duties as assigned.

Skills: Must possess a good working knowledge of Excel and MS Word, computer knowledge of Access helpful. Must be personable and have good communication skills.

Graduate School/Outreach Programs

Job Description: Clerical and computer work. Duties include general office work such as typing, working with Excel spreadsheets and Word documents, copying, campus errands, and other duties as assigned.

Skills: Must possess a good working knowledge of Excel and MS Word. Must have good organizational skills and be personable.

Houston Field House Box Office

Job Description: Clerical position. Duties include work RPI hockey games, pulling and selling hockey tickets for the upcoming hockey season, working with the public, answering phones, handling money exchange and miscellaneous office duties.

Skills: None

Human Resources

Job Description: Clerical position. Duties include data entry, filing, and campus errands, working with confidential information, assisting with phones and special events and other duties as assigned. Students will rotate among all HR areas including compensation, benefits, training and employment and environmental health & safety.

Skills: Microsoft Word, Access and Excel knowledge helpful.

Humanities & Social Sciences

Job Description: Clerical position. General clerical and computer work in an office environment. Conversant in a web language such as HTML or a web authoring program such as Dreamweaver or GoLive who would like to participate in building and maintaining the H&SS School website desired.

Skills: Some computer skills helpful.

Incubator Center

Job Description: Clerical position and web design. Clerical duties include filing, data entry, copying, collation, web research, and errands on campus.

Skills: Good communication, attention to detail and reliable.

Information Personal Assistance Center (IPAC)*

Job Description: Opportunities for leadership development. Responsibilities include program development and implementation, staffing IPAC-sponsored and community service programs, assisting with the programming led by the Office of the First Year Experience, development & implementation of program and office publicity, office coverage including answering phones and actively seeking out answers to informational and trivia questions, and participating as a fully engaged member of the IPAC team. Other duties as assigned.

Skills: Needs to be organized, value the importance of being on time, ability to work with people different than themselves and value working on a team. Office experience helpful but, not required.

Information Technology Infrastructure

Job Description: Campus switchboard operator and some errands for the business office of the VCC.

Skills: Need to speak very clear English to work the switchboard.

Information Technology, Computer Operations

Job Description: Duties include assist with handling printer output in the computer room, maintain printers and other computer equipment in campus labs, delivering paper and toner, cleaning and maintenance of hardware opening and closing classrooms and other clerical duties as assigned. Available hours are 8am-2am, seven days a week.

Skills: Familiarity with computers and printers is helpful, but not required.

Information Technology, School of

Job Description: Clerical position. Duties include filing, light typing, mailing, on campus errands, answering phones, and other duties as needed.

Skills: Some light lifting may be required. Knowledge of word and excel. Must, be able to work in a professional manner.

Intramural Athletics

Job Description: Students needed to work with the intramural athletics department as supervisors, referees and coordinators.

Skills: None needed, but refereeing experience a plus.

Lally School of Management & Technology

Job Description: Clerical position. Duties include general office work, filing, errands, mailings, data entry, etc. Students with IT experience also needed to assist Lally's IT manger.

Skills: None

Language, Literature, & Communications

Job Description: Clerical position. Duties include update data bases', excel spreadsheets, filing, organizing records, photocopying, running errands, answering phones, work dept. events, and other duties as assigned.

Skills: No special skills necessary, training will be provided.

Library (Rensselaer Research Library)

Job Description: Clerical, maintenance, technical positions. Clerical duties include photocopying, word processing, campus deliveries, pulling and re-shelving of materials, provide directional assistance, answer phones, data entry, verify documents, filing. Maintenance duties include minor repairs, cleaning and moving materials. Technical duties include provide basic technical assistance for laptops, network printers and RensSearch workstations. Answer basic questions involving library catalog, RensSearch and First Search databases.

Skills: Various skills required for different jobs. Some of these include general familiarity with a library, knowledge of computer applications such as Windows, Word, etc, ability to lift up heavy items, attention to detail, and ability to work independently, excellent communication skills. Technical position requires computer skills, ability to work with spreadsheets and databases, PDF formats, and network printing knowledge.

Lighting Research Center (LRC)

Job Description: Clerical position. Duties include general office work such as copying, assembling conference materials, data entry of lab results and library work. Lab Help. As needed, help assemble lighting test apparatus. Support research projects.

Skills: Must be able to come to downtown Troy between 8:30am-5pm, Monday-Friday.

MANE (Mechanical, Aerospace and Nuclear Engineering)

Job Description: Clerical, web site, maintenance and research positions. Clerical duties include photocopying, errands, mailings, party set-up, computer data entry using Access, etc. Web site positions include setting up web pages for department labs. Maintenance duties include working in laboratories cleaning, setting up experiments, assisting with recording data/results.

Skills: Conscientious work attitude and reliability. Computer skills needed for certain positions.

Materials Science and Engineering

Job Description: Clerical and laboratory maintenance positions. Clerical duties include various office tasks, such as work on graduate recruitment admissions program, computer work, photocopying, running errands, etc. May also involve, assisting financial manager with purchasing card ordering via phone and Internet, working with Access database, reconciling financial statements, etc. Laboratory/maintenance duties include cleaning and upkeep of labs, moving equipment, stocking supplies, etc.

Skills: Reliable attendance necessary. Some computer experience helpful for clerical position, but will train. For lab position general ability to understand process technology and related lab procedures is needed.

Mathematical Sciences

Job Description: Clerical, research and maintenance positions. Duties include scanning of course materials, cataloging and shelving books in Math Library, posting, campus errands, mass mailings, photocopying, gathering statistics for professors, and assist with computer projects and assisting staff with computer knowledge.

Skills: None

Mueller Fitness Center

Job Description: Fitness consulting, maintenance and reception duties. Duties include: Ensure that participants are using equipment in a safe and considerate fashion. Be familiar with Mueller Center emergency procedures. Understand and enforce all Mueller Center policies and procedures. Clean fitness center and equipment. Interact with patrons in person and over the phone and demonstrate a willingness to answer questions or direct questions to appropriate persons. Report broken and out-of-order equipment. Follow opening and closing procedures for building. Cooperate with other staff members and work as a team. Check ID cards as patrons enter the fitness center.

Skills: Need an active email account. Requires a current CPR and first aid certification. Training will be provided. Must attend all staff meetings and participate in staff training.

Nanotechnology Center

Job Description: Clerical position. Duties include sorting and distributing purchase orders, updating databases, faxing, photocopying, answering phones, mail distribution, filing, campus errands, etc.

Skills: Computer skills necessary.

Office of Communications

Job Description: Cutting & posting of newspaper stories to make packets. Also filing, researching, and copying etc.

Skills: Good computer skills.

Physical Plant-Painters Assistant

Job Description: Essential Functions: under supervision the assistant will perform the following functions: interior and exterior painting: patch/sand small areas.

Skills: Physical and safety training will be provided and scheduled by Rensselaer.

Physics

Job Description: Clerical position. Duties include office support for the department, copying, filing, distributing mail, answering phones, etc.

Skills: None

President's Office/Board of Trustees

Job Description: Clerical position in a highly confidential area. Duties include shredding paperwork, photocopying, filing, assist with weekly mailings, data entry, and assist with preparation for monthly Board of Trustees meetings, front desk coverage as needed.

Skills: Confidentiality is very important. Student is expected to show up on time, work for designated hours, and call in when not able to come to work. Also, familiarity with the Institute, familiarity with the Web, knowledge of Rensselaer's phone system, office equipment and Microsoft software (Word, Excel, Access) is important.

Provost Office

Job Description: Clerical position. Duties include filing, data entry, copying, shredding, deliveries on campus and answering phones.

Skills: None

Public Safety*

Job Description: Clerical position. Duties include filing, running errands, light typing, or Library Security Watch detail, evenings ect.

Skills: For Library Security Watch detail-must be able or want to work evenings.

Registrar

Job Description: Clerical and computer work. Duties include filing, data entry, electronic scanning & filing, alphabetizing, typing, campus deliveries, mailings and other clerical tasks as assigned.

Skills: None

Rensselaer Catering Office

Job Description: Clerical position. Duties include filing, sorting mail, data entry of food orders, answering phones. Eventually work up to taking & processing change slips to food orders, room reservations in the Russell Sage Dining Hall; distribute food orders and changes to chef's board in the kitchen. Assistance with other daily operations as needed. Attention to details is important.

Skills: Good communication skills needed. Computer data entry, knowledge of Microsoft, and of Excel is helpful. Catering, or wait staff knowledge helpful in understanding the importance of good customer service and working in a team environment.

Rensselaer Union - Games Room

Job Description: Games area attendant. Duties include operate control desk in games area which involves operating cash register and taking care of customers. Must over see area and enforce rules when needed. Facilities include Billiard, Table Tennis and Arcade.

Skills: Must be accurate with money and be able to interact with people well. Must be able to work weekends.

Rensselaer Union Administration Office

Job Description: Clerical position. Duties include answer phones, distribute mail, photocopying, labeling envelopes, post flyers, run campus errands and other miscellaneous office tasks as assigned.

Skills: Reliable, personable, computer literate and ability to work in a fast-paced office.

Research Administration & Finance, Office of

Job Description: Clerical position. Duties include filing, customer service, data entry (Excel, Access), terminate files, faxing, copying and answering a multi-line phone at the receptionist desk.

Skills: None

Residence Life

Job Description: Clerical position. Duties include greeting visitors to the office, answer phones, filing, light data entry, campus deliveries, disseminating information, mailings, handling keys and card access, some computer projects as assigned, may assist in lock-outs and escorting non-Rensselaer employees through Residence Halls.

Skills: Customer service oriented with basic office skills. Must be discreet and be able to communicate well with a diverse population of students. Computer skills a plus, including knowledge of PC's, Word, Excel and Photoshop.

School of Science Dean's Office

Job Description: Clerical position. Duties include assist in the daily operations of the Dean's Office by answering telephones, photocopying, running errands, filing, updating data bases, etc.

Skills: None

Science and Technology Studies

Job Description: Clerical and Journal asst. position. Clerical duties include computer work, keyboarding, copying, collating, scanning documents, running errands, library work, moving furniture, cleaning and other miscellaneous office work as assigned. Journal asst. duties include editing, promotion and website development for editorial office of the Journal of Cultural Anthropology.

Skills: Computer software and hardware knowledge helpful. Ability to scan documents or ability to learn desired.

Scientific Computation Research Center (SCOREC)

Job Description: Research and clerical position. Duties include working directly with research staff on assigned projects (programming applications, Web page maintenance, etc.), assist with main office duties (photocopying, answering phones, errands, data entry, processing mail, etc.), assist with maintenance and upkeep of computer labs and equipment (cleaning, stocking supplies, etc.).

Skills: Basic computer skills needed, knowledge of programming in various languages desired, advanced computer skills are a definite asset. Basic office skills preferred for students performing clerical duties.

Strategic Communications

Job Description: Students needed to help respond to requests for images and to perform clerical duties. Duties involve locating photos within our photo archive, burn CDs, resize & convert images, help organize photo archive. Clerical duties include filing, photocopying, and campus errands.

Skills: Must be familiar working in a Mac environment. Experience with Photoshop a plus. Need great organizational skills.

Student Health Center

Job Description: Clerical position. Duties include filing and other general office tasks, preparing charts on incoming students, alphabetizing paperwork. Involves working in a highly confidential environment.

Skills: Computer skills and general knowledge of use of office equipment.

Student Life Office

Job Description: Clerical position. Duties include filing, answering phones and computer work.

Skills: None

Technology Commercialization

Job Description: Research and clerical positions. Duties include copying, filing and organizing income and expense documents associated with patenting and licensing and entering data in Excel spreadsheets and kss database. This will also include aid in processing and filing documents associated with company activity within the Incubator Program. Support marketing research efforts. Duties include identifying uses of a technology and size of the associated major markets, and generating a list of companies that could potentially benefit from the technology.

Skills: None

Undergraduate Education

Job Description: Clerical Position: Duties include general office work such as data entry, filing, campus errands, working with confidential information, copying, assist with phones, special events and other duties as assigned.

Skills: Knowledge of Microsoft Word, Excel and Access.

Undergraduate Research Program

Job Description: Involves working with a Rensselaer professor or member of academic staff in an ongoing research project. Examples of previous work include monitoring crystal growth in space aboard the Space Shuttle, testing & marketing of promising new drugs to treat alcoholism, and design of robotic components and assemblies. Research projects are available in all schools and departments and students are encouraged to speak with faculty members about existing opportunities.

Skills: Undergraduate student in good academic standing at Rensselaer. Professors from various departments will select students for research positions.









