

Federal College Work Study Departments & Job Descriptions

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. Must be available to meet assigned work schedule and willing to learn new computer skills. Training will be provided.

Advancement Strategy, Services & Infrastructure (ASSI)

Job Description: Technical and clerical positions. Technical duties include assist with computer hardware and software installations and upgrades and troubleshoot hardware and software problems as they arise.

Skills: Proficiency with Microsoft products (Office Suite, Internet Explorer) and operating systems (Windows 2000/XP), various desktop hardware configurations, and good written and oral communication skills a must. Also must be familiar with Rensselaer computing policies and industry-wide good practices. Web editing skills (HTML/Java/ASP) a plus. May need to perform tasks with little or no supervision. Clerical duties include assist with general office duties such as filing, letter processing, database work, campus errands and special projects as assigned. ATTENTION TO DETAIL A MUST.

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 Saturdays, 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 Saturdays, 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. Assisting VR Librarian with the slide, map and digital collection, conducting research for slide identification and information processing, mending and filing slides. Dusting and light cleaning of library, arranging and moving materials within the library, 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 - 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.

Skills: students need to bring laptop to every shift

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. Duties include filing, computer work, photocopying, campus errands, typing, stuffing folders and envelopes.

Skills: None

Biomedical Engineering

Job Description: Clerical work. General office support including filing, shredding, campus errands, typing, computer work and web searches.

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 and able to lift up to 30 lbs.

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 meal plan deposit slips.

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, able to lift up to 50 pounds and a driver's license is required.

Campus Parking & Transportation

Job Description: Monitor departmental procedures and campus parking requirements. Duties include issue parking tickets and warning notices, apply the wheel lock (boot) and have vehicles towed when necessary, issue parking permits and decals, collect and account for parking fees, fines and taxes, answer routine telephone and in-person inquiries in a polite and pleasant manner, accept, file and account for parking ticket appeals, file tickets and appeals. Optional duties include helping to maintain the department's local area network, provide software applications support, assist in keeping the department's home page, provide upgrade suggestions and technical support for the department's computer network.

Skills: None

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: Clerical position. Duties involve answering phones, making copies, filing, mailings, run errands, scan documents and other miscellaneous office functions.

Skills: typing and filing skills and must be reliable.

Center for Image Processing Research (CIPR)

Job Description: Duties include hardware and software installation, web site creation, campus errands, answering phones and photocopying.

Skills: None

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

Job Description: Clerical position. Duties include photocopying, filing, running errands on campus, data entry, etc.

Skills: Some familiarity with Macs is 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, control of lights, heat, 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.

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.

Skills: None

Chemistry/Origins of Life

Job Description: Clerical and Web server/maintenance positions. Clerical duties include post seminar notices, fax documents, campus errands, photocopying, set up and deliver projector for weekly seminar, light typing, etc. Web server/maintenance duties include basic Web server maintenance on Web server running Windows 2000 server and update Web page as needed.

Skills: Clerical position requires computer knowledge for word processing. Computer knowledge for servers and Windows 2000 server software for Web position, as well as audio streaming experience.

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: 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. Desire to use your special skills and talents for the benefits of children and the Children's Museum.

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, re-stocking, 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 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 duties include working with printers to stock paper, change toner, etc., cleaning, maintaining and repairing machines in the computer labs, networking (installing/maintaining network hardware), and systems work (misc. administrative 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, typing on the typewriter and computer, shredding, making appointments, mailings on and off campus, and other projects as needed. Also involves monitoring usage of Multidisciplinary Design Lab, clean work areas and white boards, etc. Laboratory duties involve helping in Advanced Manufacturing Lab keeping laboratory clean, taking inventory, etc.

Skills: None

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

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.

DOSO/OMSA*

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.

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

Education for Working Professionals

Job Description: Technical position. Students act as production assistants. Duties include operating audio and video devices during course productions, create multimedia, encoding post-production and posting of video stream course content, archiving course material and video productions.

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

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, campus deliveries, occasional moving and reorganizing of boxes and/or materials for conferences and events.

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

Enrollment Management

Job Description: Clerical position. Includes filing, stuffing envelopes for mailing, labeling, running campus errands, open & sort incoming mail, data entry, etc. May also include some light moving of supplies to and from the basement storage area.

Skills: Attention to detail, strong work ethic.

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 totes 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 Environmental Specialist

Job Description: Essential Functions: remove trash from dormitories and departments; sweep/vacuum, stairwells, hallways, lounges, building entries, clean bathrooms and kitchens in the dorms and apartments; set up room furniture and set up linen on student beds for the summer conferences; replace light bulbs.

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

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 drivers 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.

Environmental Health & Safety

Job Description: Clerical and technical positions. Clerical duties include assist in data management and information transfer. Specific duties include obtaining, downloading, and/or scanning Material Safety Data Sheets (MSDS) for new and recently procured chemicals, input MSDS into the Rensselaer MSDS electronic database, copy and update emergency evacuation building layouts, assist with electronic and paper filing of records, assist with electronic database design and management of EHS records, update web site and other duties as needed. Technical duties include assist radiation safety officer in campus radiation protection program. Duties include radiation laboratory appraisals, radiation survey and contamination check, sealed radiation source leakage and integrity check, counting samples using LSC and low alpha/beta counting systems, personal dissymmetry badge distribution and collection, and radioactive waste management program.

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

Father's Foods

Job Description: Convenience-type retail store position. Work as a cashier, pricing merchandise, stocking the walk-in cooler, stocking groceries, general cleaning, and other tasks as assigned.

Skills: Must be able and willing to work in a walk-in cooler, lift up to 30 lbs., work evenings until midnight and weekends from 9am-midnight and must be reliable

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

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, 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.

Skills: Microsoft Word, Access and Excel knowledge helpful.

Humanities & Social Sciences

Job Description: Clerical position. General clerical and computer work in an office environment.

Skills: Some computer skills helpful.

Incubator Center

Job Description: Clerical position and web design. Clerical duties include filing, data entry and acting as a receptionist. Web design will involve software application development.

Skills: no special skills necessary for clerical position. Web design position required knowledge of HTML, Dreamweaver, Java, C and C++.

Individual Gifts & Gift Planning

Job Description: Clerical position. Duties include filing, photocopying, making tabs for files, looking up data, campus errands, assist with mass mailings, organizing closets, reviewing supplies, researching web pages. Working on database.

Skills: Microsoft Word and Excel experience helpful.

Information Technology Infrastructure

Job Description: Campus telephone operator

Skills: None

Information Technology Operations/Audio Visual

Job Description: Duties include assist with support of classroom audio-visual needs and operational activities, including set-up and removal of portable audio visual systems, changing projection lamps in overhead projectors, collecting, cleaning and delivery of acetate rolls to classrooms, occasional campus errands. Available hours are 8am-10pm, M-Th and 8am-6pm on Friday.

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

Information Technology Operations/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, mailings, on campus errands, other duties as needed.

Skills: Some light lifting may be required

Institute Personal Assistance Center (IPAC)*

Job Description: Clerical position. Duties include answering phones and actively seeking out answers to informational or trivia questions, staffing IPAC-sponsored and community service programs, assisting with the development and implementation of program and office publicity.

Skills: Should be prepared to answer the phone using proper phone etiquette.

Lally School of Management & Technology

Job Description: Clerical position. Duties include general office work, filing, errands, mailings, data entry, etc.

Skills: None

Language, Literature, & Communications

Job Description: Clerical position. Duties include update databases, excel spreadsheets, filing, organizing records, photocopying, running errands 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 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, 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 and library work. Lab Help. As needed, help assemble lighting test apparatus.

Skills: Must be able to come to downtown Troy between 8am-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. Research duties include working on the Formula car SAE project under professor supervision.

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, assist with computer projects and assisting staff with computer knowledge.

Skills: None

Model Railroad*

Job Description: Hosting visitors to the exhibit, building, maintaining, and displaying the exhibit, historical research and documentation, electronics, computer and web site work.

Skills: Will train.

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 or 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 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: Tape newscasts on a daily basis and save Rensselaer mentions. View the newscasts and remove RPI stories using Media Studio Pro 7. These are then saved on a cd/dvd.

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, 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, phone 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, etc. Library Security Watch detail, evenings.

Skills: None

Purchasing

Job Description: Clerical position. Duties include light computer assistance with Microsoft Word, Excel and Access. Assist with document imaging, scanning and filing.

Skills: Some PC knowledge of Word, Excel and Access needed.

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.

Skills: Good communication skills needed. Computer data entry knowledge (Microsoft) and some knowledge of Excel 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 Bowling, Billiard, Table Tennis and Arcade

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

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.

Science and Technology Studies

Job Description: Clerical position. Duties include computer work, keyboarding, copying, collating, running errands, library work, moving furniture, cleaning and other miscellaneous office work as assigned.

Skills: Computer software and hardware knowledge helpful.

Science, School of - 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

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.

Student Health Center

Job Description: Clerical position. Duties include filing and other general office tasks, preparing charts on incoming students, alphabetizing paperwork.

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

Student Records and Financial Services (Registrar)

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

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 Kiss 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

V.P. for Research

Job Description: Clerical position. Duties include copying, filing, errands on campus, light typing, answering phones

Skills: None