

## WORK-STUDY POSITIONS

The following is a list of potential work-study positions with a brief job description and qualifications. If you have been awarded either Federal Work-Study or University Work-Study and would like to apply for a specific position, you must fill out the standard work-study application and request the desired position. However, positions are not guaranteed and are offered by the departmental supervisor after an interview is conducted. Interviews will be held during orientation week. Note: Community service positions are available for those interested in being a reading tutor for children—see job description below.

### LIBRARY

**Title:** Customer Service Clerk\*

**Job Description:** Provides access and resources to students in a customer-friendly and focused manner, checks in and shelves resources, catalogs and instructs on use of catalog or databases, supervises facility, assists in computer lab, delivers AV equipment to various locations on campus. More information can be found at <http://Libraryworkstudy.blogspot.com>.

### ADMISSIONS

**Title:** Admissions Counselor\*

**Job Description:** Communicates with prospective students for recruiting purposes, schedules and provides campus tours to visitors, represents SCU at various events (such as Fall Preview).

**Title:** Office Assistant

**Job Description:** Assists the Enrollment Management Administrative Assistant in daily office duties, which include but are not limited to: data entry, distribution of mail, answering phones, inventory, keeping the office presentable to guests, etc.

### FOOD SERVICE

**Title:** Food Service Aid\*

**Job Description:** Assists in food prep, serving at daily meals, cleaning, washing dishes, etc.

### GRADUATE SCHOOL

**Title:** Office Assistant

**Job Description:** Records—makes new files for students and ensures they are complete. Filing—keeps student files up-to-date. Communication—corresponds with students and various departments on campus. Mailing—mails student packets, including packaging materials and documenting what is mailed out. Assists the Dean and Assistant Dean as needed. During classes held on campus, prepares name tags, makes information available to students, and prepares classrooms.

## **MUSIC DEPARTMENT**

**Title:** Office Assistant

**Job Description:** Filing and copying as needed, answers the phone and takes messages, keeps office clean and neat, helps write out chord charts, assists at general recital each semester, organizes notebook/sheet music for classes, contacts churches/pastors as needed for One Voice and Choir appointments, communicates with churches following O.V. and Choir trips, keeps office supplies stocked, keeps music building maintained, completes various forms, runs errands, helps organize choral contests, feast of ingathering, and SCU functions as needed.

## **BIBLE/THEOLOGY DEPARTMENT**

**Title:** Office Assistant

**Job Description:** Includes some secretarial duties: answering phones, filing, data records, research, correspondence with students, maintaining files, running errands, preparing envelopes for mailing, preparing copies and handouts for class, filling in for other departments as needed, and maintaining confidentiality.

## **ENGLISH DEPARTMENT**

**Title:** Office Assistant

**Job Description:** Includes some secretarial duties: answering phones, filing, data records, research, correspondence with students, maintaining files, running errands, preparing envelopes for mailing, preparing copies and handouts for class, filling in for other departments as needed, and maintaining confidentiality.

**Title:** English Tutor

**Job Description:** Works with students enrolled in remedial English courses: assists in teaching study skills and reading/writing skills, aids in researching and writing for papers, etc.

## **BUSINESS DEPARTMENT**

**Title:** Office Assistant

**Job Description:** Includes some secretarial duties: answering phones, filing, data records, research, correspondence with students, maintaining files, running errands, preparing envelopes for mailing, preparing copies and handouts for class, filling in for other departments as needed, and maintaining confidentiality.

## **ABLE DEPARTMENT**

**Title:** Office Assistant\*

**Job Description:** Prepares application packets for prospective students; assists in the preparation of reports, filing reports, invoices, enrollment sheets; corresponds with students and teachers through both e-mail and phone; updates files and reports. **MUST** help prepare for classes on Tuesday nights: check rooms, copy student materials and transparencies for teachers, make coffee, set up computer projector, assist with special events, run errands, clean classrooms and ABLE offices.

## **REGISTRAR**

**Title:** Office Assistant

**Job Description:** Makes new student files, mails various items (diplomas, rings, transcripts), processes transcript requests, distributes official absence memos, makes copies and distributes class schedules, course evaluations (makes copies of forms and assembles packets), creates flyers and reminders of advising week, assembles advisor packets, and helps prepare and mail diplomas.

## **BUSINESS OFFICE**

**Title:** Office Assistant

**Job Description:** Transports mail to and from the post office twice a day; prepares cash receipts for deposit; makes copies of deposit before transporting to bank; applies postage to all outgoing mail using postage machine; sorts and distributes documents from Business Office incoming box; processes travel reports; files for accounts payable and student accounts in various locations; creates new files for students, vendors, and other miscellaneous documents; shreds sensitive documentation.

## **TRIPP STUDENT CENTER**

**Title:** Student Center Assistant\*

**Job Description:** Various responsibilities, including but not limited to, cleaning student center and gym; working concessions for miscellaneous events; collecting money during sporting events; disposing of trash; ensuring that facilities are presentable before and after events.

## **MAINTENANCE**

**Title:** Maintenance Assistant

**Job Description:** Carries out typical daily maintenance duties, such as emptying trash, stocking bathrooms, lawn care, facilities maintenance, etc. Also assists in various remodeling/renovation projects, and other major projects, as needed.

## **COUNSELING/DIAGNOSTIC CENTER**

**Title:** Office Assistant

**Job Description:** Various secretarial duties, including but not limited to, answering phones, scheduling appointments, creating and maintaining files, stocking office supplies, etc. Assists in planning and coordinating several events throughout the year.

## **FINANCIAL AID**

**Title:** Office Assistant

**Job Description:** Creates new student files, maintains filing system, miscellaneous student correspondence (mail, phone, e-mail), answers phones, performs data entry, posts flyers and reminders, aids in preparing reports.

## **SPIRITUAL LIFE**

**Title:** Office Assistant

**Job Description:** Works closely with campus pastor in preparing for chapel services, performing such tasks as cleaning and arranging the chapel area, preparing PowerPoint and/or video presentations, taking attendance, organizing student volunteers, etc. May also be responsible for cleaning office/café area and restocking supplies.

## **RESIDENT LIFE**

**Title:** Resident Hall Assistant\*

**Job Description:** Cleans resident hall common areas and hallways; disposes of garbage; ensures that common areas are presentable for residents and visitors; and may work in the Resident Life Office as needed.

**Title:** Intramurals Coordinator\*

**Job Description:** Coordinates all intramural activities, including team assignments, competitive events, award ceremonies, etc.

## **COMMUNITY SERVICE**

**Title:** Reading Tutor

**Job Description:** Works at assigned school or after-school program as a reading tutor.

\*Evenings and/or weekends may be required.