

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.

ADVISR – Student Peer Advisor

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

AIDE – Student Instructional Aide

Provides teaching instruction for Community Education classes in a variety of subjects.

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.

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.

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.

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.

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 perform other tasks as assigned

BOX – Student Box Office Attdnt

Answers questions and provides information to ticket patrons. Place ticket orders. May assist in placing posters and brochures around campus.

CAMREC – Student Campus Rec Asst

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

CHILD – Student Child Care Asst

Assists teacher with caregiving routine for multiple classrooms. May assist with curriculum planning and classroom management. May complete some facility maintenance duties. May work with parents of children in facility. May complete clerical duties.

CLERK – Student Clerk

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

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.

CONSLT – Student Consultant

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

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.

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.

COSTME – Student Costume Asst

Assists with costume construction, makeup and wig design of production costume elements

CRAFT – Student Craft Shop Asst

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

CUSTMR – Student Customer Svc

Answer phones, greet students, faculty, staff and other visitors. Answer visitor's questions. Basic computer skills and knowledge of office equipment is needed. May require handling of confidential information. May provide customer service support for ITSystems such as BengalWeb, MoodleISU, Google Apps at ISU, etc.

CUSTOD – Student Custodian

Assist in the cleaning and maintenance of campus buildings. May involve some use of chemicals. May involve some heavy lifting.

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.

DIRCTR – Student Director

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

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, 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.

DSPTCH - Student Dispatcher

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

EQUIP – Student Equipment Asst

Assist in the Equipment Room. May assist with athletic equipment issue, laundry, practice set-up/clean-up, game preparation, game set-up/clean-up and 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 perform 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, cleaning restrooms.

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 maintenance of a video history of the University. Perform 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 offices duties as needed.

GALLERY – Student Art Gallery Attendant

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

GAME – Student Game Ops

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

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.

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.

GREEN – Student Greenhouse Asst

Duties include cleaning and maintenance of both working and growing spaces in 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.

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 use of various grounds equipment. Some knowledge of grounds care required. Some positions may be seasonal.

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, filing charts. Complete confidentiality is required. Excellent interpersonal skills are required. Course work in a medical field, certificate in a medical discipline or experience in a medical environment preferred.

HOLT – Student Asst for Holt Arena

Assist in Holt Arena for various events. May include concession help, prep work of concession food before 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, clean-up after events.

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.

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 backbone and as inner building connections.

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. 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.

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. Perform other duties as assigned.

INVTRY – Student Inventory Asst

Assist with inventory control. Computer skills required. May required heavy lifting. May require valid driver's license.

ITSTU – Student IT Assistant

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

LAB – Student Lab Consultant

Assist in academic or academic support computer labs in use of software or other media. May require specific coursework/training for 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. 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. Perform other duties as assigned.

LABOR – Student Laborer

Assist with facility maintenance. May include some painting and heavy lifting. May include use of chemicals. May pick-up and transport materials and supplies to worksites. Perform other duties as assigned.

LIBR – Student Library Asst

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

LIFEGD – Student Lifeguard

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

MAIL – Student Mail Handler

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

MAINT – Student Maintenance Asst

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

MEDIA – Student Media Asst

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

MKTG – Student Marketing Asst

Assist with promoting activities to the ISU community. May assist with the design of marketing materials such as posters, flyers, calendars, brochures, web site elements, etc. A working knowledge of Adobe Illustrator, PhotoShop, InDesign, Microsoft Word and Excel and scanning software is preferred.

MODEL – Student Art Model

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 required. Must be dependable.

MOVIE – Student Movie Projectionist

Operate 35mm and DVD projector in BengalMovie Theater. Prepare screen for movie, assist with ticket sales, open/close the theater, handle equipment malfunctions and keep projectionist booth clean. May be required to work nights and/or weekends.

MUSEUM – Student Museum Assistant

Sort and catalog fossils and artifacts in data file. Assist with the Museum archives. Assist in mailing of education resources materials. May assist with special events and field trips. May perform clerical duties. May need to be able to lift 25 lbs. May assist with entering archaeological report information into database. Other duties as assigned.

MUSIC – Student Music Asst

Assist with ticket sales for concerts. May assist in set-up for performances and clean-up after closing.

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, medical and pharmacy inventory. Ability to obtain patient vital signs preferred. May need to be a Health Professions major.

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.

OPRTR – Student Board Operator

Receives calls at 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 as needed.

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 helpful.

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. Background check may be required. Valid driver's license may be required.

PARK – Student Parking Asst

Sell parking permits, receipts paid parking tickets, answer phone, greet customers and guests, filing and some data entry. May perform 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. Medical background or health sciences student is preferred. Ability to maintain confidentiality required. Previous pharmacy technician experience helpful.

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 McIntosh computers preferred.

POSTER – Student Poster Hanger

Deliver posters from campus organizations to different locations on campus for display. Responsible for removing outdated posters.

PRINT – Student Art Printmaking Attdnt

Help with projects delegated by the Printmaking instructor

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 required. May assist in grading exams and recording test scores.

PROGRM – Student Programmer

May work as part of a team or independently. May create a simple to complex dynamic form. May pull script off serve 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.

PRGASST – 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 needed.

RADIO – Student Radio Asst

May assist with developing 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 perform other duties as assigned.

RECRUT - Student Recruiting Assistant

Assist with recruiting 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.

RCPTN – Student Receptionist

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

RECORD – Student Recorder

Record department concerts, general recital hours and student recitals. Requires knowledge of recording system in Music department.

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 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. Other duties as assigned.

SHELTR - Student Shelter Manager

Monitor and ensure that clients abide by agency policies and shelter rules. Maintain atmosphere of fair, safe and caring support of clients, 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. Other duties may be required.

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. Valid driver's license may be required.

SOUND – Student Sound Asst

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

STUDY – Student Guided Study Attendant

Monitor athletic study hall tables for student athletes, academic mentoring. Assist with clerical 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, incidents. Make appropriate phone calls if employees fail to show up for assigned shifts, covering shifts if necessary. Provide customer service and on-going 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.

SUPPRT – Student Support Tech

Provide PC support 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 on-going support to customers/clients in resolving problems.

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.

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. Background check may be required. CPR and First Aid certifications may be required.

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 high level of confidentiality. May work in computer lab. May perform reception duties as assigned.

THEATR – Student Theater Manager

Manage the daily operations of the BengalMovie Theater. Oversee other staff members, create work schedule, train new employees, supervise money handling, maintain equipment and meet with vendors. Nights and weekends may be required. Communication skills and ability to work independently are required. Prior experience is preferred.

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. Other duties as assigned.

TRAINR – Student Trainer

Work in 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.

TRANSC – Student Transcriber

Transcribe native languages

TRIOSI – Student SI Leader for TRIO

Provide additional assistance outside the classroom for a specific instructor and a specific subject

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.

USHER – Student Usher

Sell tickets for concerts/theater, hand out programs during concerts, hand out recital slips for concert attendance. May work concessions counter at theater office.

WEAVE – Student Weaving/Paper Attdnt

Assist with projects distributed by the Papermaking and Weaving instructor.

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.

WELDER – Student Welder Asst

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

WRITER – Student Writer

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

ZOO - Student Zoo Asst

Duties include but are not limited to: clean zoo animal exhibits, feed and observe animals, assist other zoo keepers and veterinarian, capture and restrain tame and domestic animals, perform minor repairs and maintenance to exhibits and on the grounds and assist the visiting public. Some education or background in biology or related field desired.

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... 282-2756

Katheryn Wareing... 282-2227

Penny Monson... 282-2559

E-mail...monspenn@isu.edu