General Job Description

CLERICAL/ADMINISTRATIVE

Office Assistant I - general office duties include answering phones and taking messages, filing, copying, sorting and distributing mail, running errands and other duties as assigned. Familiar with Microsoft office programs especially Word and Excel. Some database entry may be required. Occasional light web maintenance if student has the skills.

Office Assistant II-

Accounting Assistant - Research matters in the Accounting System, assist with filing and record retention, assist with special projects as they arise.

MEDIA/GRAPHIC/DESIGN

Copy Center Assistant - Knowledge of Microsoft office needed, binding, cutting, lamination and copying. Graphic art experience is recommended.

Media/Communications Assistant I - Work with media to create presentations and documents.

Media/Communications Assistant II - Assist with marketing plans projects and events; analyze databases; assist in design of website, brochures, surveys etc. Works with other dept so strong communication skills are needed. Work also will include other clerical duties as well.

Media/Communications Assistant III - Takes on the same duties as other positions but in a more active way. Student is assigned more responsibility than in other positions making more decisions and requiring more thought and analysis.

LIBRARY/ACADEMIC SUPPORT

Library Assistant I - Basic Circulation duties, customer service, collection maintenance, special projects as assigned.

Library Assistant II - Physically processes new materials for general and government documents collections; searches MARC records and SIRSI databases to assist in processing gifts and copy cataloging; mends damaged materials; assists in database maintenance projects’ prepares theses and dissertations for binding; other duties as required. In general preparing library materials.

Library Technician - Helps in maintenance of library software and computers.

Tutor
RESEARCH

**Research Assistant I**- Assists in second hand research (research from published sources), helps maintain database of samples. Student simply assists supervisor with

**Research Assistant II**- Assists with research. Student has an active role in what is going on. They take samples, collect data. There is a strong need for major related experience and the ideal student would be taking upper classes. Students help with the analysis of data. May require more knowledge of subject matter and additional skills such as web maintenance or computer programming.

**Research Assistant III**- Student has a very active roll in research. They are responsible for assisting with setting up and assisting with conducting experiments and the analysis of those results.

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FACILITY

**Groundskeeping** - General Grounds maintenance (ie. Weeding mulching trimming, etc) work throughout campus including the botanical gardens.

**Food Services**– Will be expected to in various positions including food handling, greeting customers, Wait Staff, Bus Tables, Kitchen Preparation, Stocking supplies, Dishwashing line server, grill cook, sandwich maker.

**Cashier** - Run register, make coffee drinks, shakes, smoothies. Clean operation as required

**AVL Technician**- Operate Audio, video, lighting and computer control systems, live event production, post production. Other duties as assigned

**Mail Clerk**

**Material Handler**- Receive/unload items delivered to the receiving departments, write up delivery paperwork with pertinent information. Participation as member of on campus move team.

**Facility Attendent/Info Desk**-Provide customer service at front desk, assist patrons with various needs and question, answer phones. For those in Clemente Center will require maintenance and services in the weight room.

**Intramural Supervisor**-Manage and officiate intramural sports participants in various sports including but not limited to football, soccer, volleyball, basketball, and softball

**Intramural Field Maintenance**- Manages equipment and facilites
**ATHLETICS**

**Team Manager** - Assist coach with office work, take water out at practice and games, help setup game equipment before home games, assisting with practices, helping track statistics through the season, setup meetings with players. In some cases traveling with the team may be required. Occasionally students may play a roll in recruiting future players. Laundry.

**Equipment Maintenance**- Assists in the maintaining of sports equipment and facilities (fields and courts) Students in these positions may be require to do some heavy lifting and work outdoors as well as in the office environment assisting staff members.

**Event Crew** - Assists with pre-game set up for athletic contests and management of certain areas during game, (tickets, concessions, scoreboards). Event Crew will also provide general help for the Athletics Department during times when there are no games.

**Game Operations Staff**- Assists in game-day operations including but not limited to: keeping stats, making copies, answering press row phone, carrying equipment and running scoreboards.

**TECHNICAL**

**Lab Assistant I**- General maintenance of the lab required. Duties may vary based on which lab the student is working in. For instance a computer lab assistant will fulfill duties such as filling printers and tidying up. A science lab assistant may be used to wash dishes, stock supplies etc.

**Lab Assistant II**- Students in these positions will be left with duties requiring them to utilize major related experience. They will be in charge of preparing solutions and will actively take on a position assisting with the on goings within the lab. In a computer lab this may be setting up equipment, in a science lab students will be actively helping during labs or assisting other students in their research. Major related experience will typically be expected.

**Environmental Assistant**- Assist University Safety Officer in campus environmental compliance, remediation, and implementation activities.

**Web Master**- Edit and update web page, correct links, assist website editors with issues and document support. Answer phone and emails as well as support requests. Handle incoming messages in contact us box. May include other clerical type duties as well.

**Web Designer**- Create and design website. Develop pages and links. A deep understanding of coding is needed. Typically HTML, Java and C++ to name a few. Type of coding may vary from department to department.

**Studio Lab Assistant**- Responsible for operation of studio video, audio and computer equipment. Assist clients with all applications in computer lab, manage printers, software installation.
hardware repair, networking, web development, video production, animation, using cameras in the field.

**Instructional Technology Assistant**- Assist in the editing of course content for faculty/staff training materials, as well as, the collection of media for online and in-class supplementary materials. This may include but is in no way limited to basic HTML editing and photography.

**Classroom Support Technician**- Perform regularly occurring maintenance of FL Tech’s multimedia classrooms and will provide support of these multimedia systems, to include: LCD projectors, document cameras, instructor’s workstation computers, audio mixers/speakers as well as audio/video interconnection and distribution equipment.

**Technical Support Representative**- Assists members of the campus community with using computing technologies for their daily needs. Includes providing assistance with user accounts, banner, Blackboard, multi-media classrooms, network connectivity, computer hardware, e-mail, malware, printers, software and operating systems and technology related policy violations.