

WORK-STUDY JOB DESCRIPTIONS

Confidentiality is important in all positions.

DC= DeSoto Center OX= Oxford

Admissions & Records – Student will assist with mail sorting/processing, filing student information and transcript request, helping to pull semester folders and setting up the semester file, shredding documents and scanning. The student will also help with pre-registration, registration and graduation.

Adult Education (Senatobia & DC) – Students must have outstanding interpersonal and communication skills with greeting students and answering the telephone. Student will assist with filing, running errands, tutoring and other duties as assigned.

Assoc. Vice President of Education Office – Student will assist with various dual enrollment responsibilities including: filing, sorting, data entry, document transfer, registration and orientation set-up. Student should have good computer and telephone skills, a strong work ethic, dependability and motivation to learn.

Athletic Academic – Student will help monitor class attendance using Microsoft Excel, answer telephone and take accurate messages, assist in monitoring graduation requirements, NJCAA & NCAA academic eligibility and assist in other duties as assigned.

Athletic Office – Students will help with on-campus errands, organization and filing of materials.

Automotive Tech Instructor – Student will assist with answering the telephone, filing, and cleaning.

Band – Student will assist in all areas of the band, such as: moving of equipment, setting up ensembles, filing and logging music into the computer, fitting students for uniforms and other duties as assigned. Students in band are preferred for this position.

Bookstore – Student will help stock/restock the shelves; clean and straighten merchandise, help customers find items and other duties as assigned.

Business Academic Division (Senatobia & DC) – Student will maintain a professional demeanor, perform basic functions in Word and Excel, ability to complete tasks with minimum supervision, organizational and general office skills, maintain numerous bulletin boards, maintain supplies for 5 computer labs and other duties as assigned.

Child Care – Students in this area are closely supervised in the caring of young children and perform such duties as tending to the children on the playground. This area of the college is open and accessible to the community.

Communications – Student will help with front desk duties including answering phone, assisting customers and guests, clipping and scanning newspaper articles into computer, maintain and update schedule of events on cafeteria video boards, run errands on/off campus and check campus mail.

Continuing Education – Student will assist with answering the telephone, running errands, typing, filing and other duties as assigned.

Cosmetology – Student should possess good telephone, computer and interpersonal skills. Student will perform general office duties. This area of the college is open and accessible to the community.

Career Technical Division – Student should possess outstanding organizational, interpersonal, and computer skills – especially using Word and Excel.

Education – Student will work closely with educators at NWCC and Northwest Education Association. Student must be able to perform under minimal supervision, possess computer and organizational skills, as well as maintain a professional demeanor. Student will serve as a receptionist, run errands, and other duties as assigned.

E-Learning - Student duties include answering the phones and taking messages, data entry, filing and sorting, mail run, assisting with Proctor testing, and other duties as assigned.

Financial Aid – Student working in this department will be responsible for scanning and filing documents; picking-up/dropping off the mail and other duties as assigned.

Fine Arts – Student duties include monitoring practice rooms during evening hours from 5:30 p.m. -8:30 p.m., performing clerical work, and assisting with production of both theatre and music, and completing other assigned tasks.

Fine Arts Technical Director – Student will assist in clerical duties as well as contribute to the production of Theatre & Music programs. Contributing to these programs will consist of building and painting of the sets, and performing other duties as assigned. This assignment will require working evening hours.

Food Service – Student will assist in all aspects of food service. Student duties include assisting in our dish room, kitchen, bakery and serving areas.

Foundation – Student will maintain scheduled office hours, assist with daily operations, campus events, and large mail-outs, run errands, and perform other assigned duties. Students must possess data entry skills, be proficient in Microsoft Excel, and willing to work after normal office hours as needed.

Graphic Design Computer Lab – Student will file, make copies, monitor the lab, maintain a clean work environment, and assist with design, computer printing, and tech support. Students must be familiar with MAC operating system, Adobe Creative Suite and printing. Student must be able to lift 25 lbs., and available to work Friday mornings.

Help Desk – Student will make sure students scan IDs before using the lab and ensure all rules are being followed. Students will assist with basic software questions, printing, login issues, and keeping printers stocked with paper. Student will also help maintain a quiet environment.

Hotel & Restaurant Management (DC) – Student must have computer, typing and organizational skills. Student will assist with DECA functions.

Housing – Student must be able to work Open Dorm, post flyers, answer telephone, pick up and deliver mail, run errands and help maintain a clean work environment.

Industrial Electronics Engineering Technology Department – Student will assist in maintaining equipment inventory, clerical and other duties as assigned. Student must be proficient in Microsoft Office.

Intramurals – Student will assist with games and activities on Main Campus. Student will help manage four different locations by checking ID's, cleaning and setting up facilities for different events. Student must be knowledgeable of Sports & Recreational Activities.

Library (Senatobia, DC, & OX) – Student will assist at the circulation desk, shelving books, stack maintenance, providing quality customer service, answer telephone and give basic information, pick up and deliver mail, assist with display/decorations and other duties as assigned.

MI-Best – Student should possess strong communication skills. Student will assist with answering the telephone, filing, organizing, tutoring, checking the mail and other duties as assigned.

Nursing Division – Student will help with all events within the Division of Nursing. Student will perform basic clerical duties, run errands, pick up and deliver mail. Student will take future students on tours of the Nursing Building and other duties as assigned.

Office Technology Instructor – Student will assist with general clerical duties such as organizing, filing, making copies of handouts and other duties as assigned.

Recruiting – Student will give campus tours to prospective students, mail-outs, general office duties, pick-ups and deliveries, assist with College Fair programs at area schools, help with our “We Are Northwest” program on campus in the fall, attend Student Recruiter Meetings (2) per semester.

Research and Effectiveness - Student will be responsible for performing general office services. Student will assist by picking up mail, filing, answering telephone, data entry and other general office duties. Students should be proficient in Microsoft Word and Excel.

Rodeo – Student will assist with the cleaning of the Rodeo Barn at the NWCC Farm. Student on the rodeo team preferred.

Science Department – Student will help set-up and clean labs, run errands, check mail and perform other duties as assigned.

Campus Police (Senatobia & DC) – Student must have a professional demeanor, good communication and computer skills when dealing with the public, entry to include decals and tickets, make and distribute ID's, answer telephone and communicate with officers over the radio.

Student Development Center (Senatobia & DC) - Student will assist in daily activities of the Student Development Center, which may include the following: greeting and directing students to the correct staff member, answering and directing telephone calls, filing, running errands and making copies. Customer service skills preferred.

Sports Information – Student must possess a strong interest in sports and willingness to handle a wide variety of duties for a 9-sport department. Students must be willing to work evening hours and travel with teams for competitions. Students expressing an interest in pursuing a career in sports information will be given priority.

Student Support Services – Student will contact program participants, assist counselor with monitoring progress, help with reminding participants of program services and activities, assist with filing, sorting, answering telephone and other duties as assigned.

Switchboard – Student must use proper telephone etiquette. Student will answer phone calls and assist people with various questions.

Tutor – Student will tutor in multiple subjects, run errands, filing and other duties as assigned.

Welding – Student will assist in the welding shop, check mail, answer telephone, run errands, maintain supplies and administer minor first aid and other duties as assigned.

Win Job Center/GED (Senatobia & OX) – Student will answer telephone, greet customers and assist in the classroom with filing.

Workforce Development – Student duties will include: basic computer skills such as creating files, editing files and emailing. Student will perform clerical work and other duties as assigned.

Writing Center Assistant – Student will help monitor Writing Center appointment system and help Writing Center Consultants prepare for appointments, directs clients to their consultants, performs clerical and other tasks (filing consultation reports, tidying the Writing Center, etc.). Students must have strong verbal communication skills and effective time management skills.

Athletic – Football – Student will help with the day to day operation of the Football Program. Student must be willing to be at practice every day during the season and travel with the team to games. These duties include but are not limited to: laundry, help setup practice, filming and game day activities.

Athletic – Men’s Basketball – Student duties that include but are not limited to: laundry, filming games and practice, assisting coaches with drills and practice, cleaning locker room; packing and loading equipment for road games. All other duties as assigned by Head Coach or Asst. Coach.

Athletic – Baseball – Student will assist in the day to day operation of the baseball program with the duties of the field maintenance and managerial duties. These duties include but are not limited to: laundry, dressing room, cleaning and statistical keepings.

Athletic – Women’s Basketball – Student duties that include but are not limited to: laundry, breakdown of filming; answering the telephone; cleaning floors. Must be willing to travel to away games.