



# SAMPLE JOB DUTIES

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Broken down by industry, brief list of tasks student associates can do within a department.

### Information Technology:

Students will support and troubleshoot the basic IT needs of the organization. Specific duties will include:

- Run, update, install, and uninstall software.
- Maintain computers in computer labs.
- Maintain paper in all public printers.
- Help prepare loaner computers.
- Make lists and verify equipment for e-waste pickup. Break down boxes and other items getting disposed of.
- Close out technology tickets in the e-system.
- Deploy hardware.
- Image new computers.

### Manufacturing:

Students will support the Material Management department with general office administration and clerical duties. Specific responsibilities may include:

- Prepare small materials for shipment (bag and tag)
- Scan and index purchase documents.
- File documents for the sales team.
- Sort and inventory products.

### Finance:

Students will support the daily operations of the Finance Office. Responsibilities may include administrative support, clerical duties, and database management. Specific duties will include:

- Open, scan, and index all incoming mail.
- Review statements for old invoice numbers.
- Maintain checkbook.
- Look up vendors and process invoices.
- Verify the accuracy of AFP Receiving department transactions.
- Scan documents (ie reconciliations, daily shippers, invoices, contracts, etc.)
- File documents (vendor invoices, packing slips, and checks)
- Open mail.
- Match vendor checks to appropriate invoices.
- Mail checks to vendors.
- Check contracts to receive reports for accuracy.
- Additional duties as assigned.

### Healthcare:

Students will work to support the nurses and doctors with patient floor operations. Specific duties will include:

- Answer unit phone and direct calls to the appropriate person.
- Respond to patient calls and alert nurses/doctors.

- Deliver water to patient rooms.
- Maintain organization files as needed.
- Conduct inventory and deliver supplies/items when requested.
- Track daily performance metrics of employees.
- File and retrieve radiology scans.
- Scan medical records to patient charts.

## Human Resources:

Students will support all functions of the Human Resources Department. Specific duties may include:

- Scan and file personnel information.
- Review/update employee timesheets into spreadsheets.
- Create new hire orientation packets.
- Review plant safety violations and update into spreadsheets.
- Create PowerPoints for company communications.
- Support the new hire process by reviewing resumes, participating in interviews, providing feedback, and preparing for the employee's first day of work.
- Enter employee evaluation/review data into the database.
- Scan new hire files to the OnBase system.

## Legal:

Students will support the daily operations of the records office. Specific responsibilities may include:

- Scan legal documents.
- Review scanned documents for quality control.
- File creation, assembly, and delivery.
- Data entry.
- Attend meetings with the records team.
- Court docket runs.
- File breakdown.

## Administrative Support:

Students will support the daily operations of the administrative team. Specific responsibilities may include:

- Track promotional materials, via Excel, to be given away at blood drives.
- Pack and pull promotional materials to be sent to events.
- Greet visitors and answer the mainline phone.
- Create welcome badges.
- Welcome new volunteers and track applications via the Volunteer Management Database.
- Call and email prospective volunteers to remind them to complete all application steps.
- Provide administrative support to the Volunteer Services Department in the maintenance of volunteer personnel records (basic HR functions).
- Fulfill donation requests.
- Annual fund letter mailings.
- Maintain copiers, printers, and supply closet.
- Restock coffee stations throughout the day.