Federal College Work Study

**Academic & Research Computing**
*Job Description:* Student computer consultant. Provide general computer support to all members of campus community. Respond to questions in person, via telephone and online.
*Skills:* Good communication skills, general computing knowledge, especially RPI computing and setup. Must be available to meet assigned schedule and willing to learn new computer skills. Training will be provided.

**Academic Research Computing/Computer Repair**
*Job Description:* Duties include assisting in the expediting of receiving/distribution of parts to RCR’s Technical Team. Delivery and pick up of completed repaired computers, and peripherals, to various locations on campus. Provide general computer support to all members of campus community. Respond to questions in person, via telephone and online.
*Skills:* Must be able to lift up to 50 pounds and be organized.

**Admissions**
*Job Description:* Clerical position. Including filing, stuffing envelopes for mailing, labeling, running campus errands, opening & sorting of incoming mail etc. May include light moving of supplies to and from the basement storage area.
*Skills:* Attention to detail, strong work ethic.

**Advising & Learning Assistance Center**
*Job Description:* Data entry, running errands, answering phones, and general office duties.
*Skills:* None

**Alumni Relations**
*Job Description:* Clerical position. Duties include general office work such as typing, working with Excel spreadsheets and Word documents, running campus errands, working with confidential information. Also may provide assistance during events.
*Skills:* Must use discretion and judgment when reviewing confidential information.
**America Counts**

**Job Description:** Tutoring & mentoring children in grades pre-K through 9 in math skills. Students work with teachers in public, private and parochial schools in Troy helping youngsters to become proficient in math skills. Tutoring will take place in local schools during school hours or in local libraries and museums in early evening or on Saturdays in the Tutor Time program, depending on student's schedule. Training occurs in early September and support is given all year to all Work Study student tutors. Hired students are paid for their training and for preparation time each week, as well as for the traveling and tutoring time each session.

**Skills:** Students must value math, like children, and have some prior experience working with children (i.e. siblings, in schools, or on campus). Applicants will be interviewed by program director.

**America Reads**

**Job Description:** Tutoring & mentoring children in grades pre-K through 3 in reading skills. Students work with teachers in public, private and parochial schools in Troy helping youngsters learn basic reading skills and to love reading. Tutoring will take place in local schools during school hours or in local libraries and museums in early evening or on Saturdays in the Tutor Time program, depending on student's schedule. Training occurs in early September and support is given all year to all Work Study student tutors. Hired students are paid for their training and for preparation time each week, as well as for the traveling and tutoring time each session.

**Skills:** Students must value reading, like children, and have some prior experience working with children (i.e. siblings, in schools, or on campus). Applicants will be interviewed by program director.

**Archer Center for Student Leadership Development**

**Job Description:** Telephone support, assistance with registration for various programs, assistance with planning special events, light data entry, organizing materials as needed and greet visitors/customers.

**Skills:** None

**Architecture Library**

**Job Description:** Clerical position with some research and maintenance duties. Specifics include providing service and support at circulation/reserve desk - checking in/out library materials, answering phone, providing directional/reference assistance, organizing class reserve materials, fulfilling interlibrary loan requests, recording statistics, maintaining copy machine and printers, typing and other clerical duties. Maintaining stacks – includes shelving books, journals, videos, maps and slides in correct order. Also dusting, light cleaning of library, arranging and moving materials within the library, and daily campus deliveries.

**Skills:** Excellent customer service and communication skills needed, consistent attendance required, willingness to learn basic library policies.
**Architecture-Dean's Office**

**Job Description:** Clerical position. Duties include general office work including light typing, filing, mail distribution, researching information for faculty, etc. Also, general building clean-up and light moving of furniture.

**Skills:** None

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**Arts Department***

**Job Description:** Audio and Video equipment rental service. Check in and out audio and video related equipment to students, faculty, and staff. General related duties such as answer phone, making copies, scanning and data entry. Assist with completing printing projects and delivering of promotional materials for department events. Help setup and breakdown events for the department such as performances, faculty meetings and lectures. Assist in maintaining office upkeep including; watering plants, wiping off tables and equipment. Assist lab/classrooms weekly maintenance. Assist in audio and video equipment maintenance. May occasionally, be required to operate video and/or audio equipment for special events when needed. Assist with administrative duties including; making copies, scanning documents and answering main office phone. Assist with completing printing projects and delivering of promotional materials for department events. Help setup and break down events for the department such as performances, faculty meetings and lectures. Assist in maintaining office upkeep including; watering plants, wiping off tables and equipment.

**Skills:** Basic knowledge of audio and video equipment required, but not necessary. Attention to detail a must. Excellent customer service required. General office duties, Data Entry skills, Organization, Verbal, Communication, Customer Focus, Multi-tasking. Strong communication skills, basic computer knowledge, ability to follow multi-step directions, personable and business casual appearance.

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**Astrobiology**

**Job Description:** Position 1-Clerical duties include various office tasks, such as working on general office tasks, computer work, photocopying, running errands, etc. Position 2- Help with the administering of the web page/web server. Knowledge of software packages or being able to write code for updating the web page required. Knowledge of Windows Server helpful but not required.

**Skills:** Reliable attendance necessary. Some computer experience helpful for Position 1, but will train. Web authoring software knowledge required and knowledge of Windows server helpful for Position 2.
Athletics
Job Description: Several positions within the department. Positions include: maintenance, clerical, equipment room work, and lifeguard. Athletics supervisor will assign you to a particular job within the department. Jobs may involve assisting staff with pre-practice, pre-game preparation, event coverage, event setup and cleanup, room and supply maintenance, overall care to athletes and their injuries, handling athletic equipment, laundry, inventory, building maintenance and cleaning, game-day services (statistical-based). Also, clerical duties may include answering phones, taking messages, directing visitors, photocopying, mass mailings, computer work, running campus errands, etc. Lifeguard positions also available.
Skills: Some jobs in this department do not require special skills. Skills needed for certain positions include CPR and first aid skills, American Red Cross Lifeguard Training, computer and typing skills, phone skills, friendly and out-going personality.

Auxiliary Parking Transportation Services (APTS)
Job Description: Clerical Position. General office duties including filing, mailing, labeling, working with excel sheets and word documents. Running campus errands as needed. May include light moving of supplies to and from basement storage. Work with confidential information.
Skills: Excellent customer service and communication skills needed. Willingness to learn Auxiliary and Conference Services office procedures. Attention to details and good with numbers. Conscientious work attitude and reliability.

Biology
Job Description: Clerical work and some lab work. Duties include filing, computer work, photocopying, campus errands, typing, stuffing folders and envelopes.
Skills: None

Biomedical Engineering
Job Description: Clerical work. General office support filing, shredding, campus errands, typing, computer work, web searches and scanning documents. Assisting faculty with data entry.
Skills: Computer knowledge helpful, especially knowledge of MS Word, Excel and Access.

Bookstore**
Job Description: Retail position. Duties include working as a cashier, unloading trucks, pricing merchandise, stocking shelves, general cleaning, customer service, computer input and other related tasks as assigned.
Skills: Must be available to work on Saturdays from Noon - 4pm. Students must be honest, dependable.
**Bursar’s Office**

*Job Description:* Clerical and computer work. Duties include filing, data entry, alphabetizing, typing, campus deliveries, mailings and other clerical tasks as assigned.

*Skills:* Good with numbers, attention to detail.

**Campus Card Office**

*Job Description:* Clerical position. Duties include filing ID and R.A.D. deposit slips, making RAD deposits on the cash register.

*Skills:* Ability to decipher illegible handwriting a plus.

**Campus Computer Store**

*Job Description:* Duties include pricing merchandise, stocking shelves, assisting customers, answering phones, making departmental deliveries on campus, general cleaning and other related tasks as assigned.

*Skills:* Must be honest, dependable, able to lift up to 50 pounds and a driver's license is required.

**Campus Parking & Transportation**

*Job Description:* Data entry of motor vehicle permits, parking tickets and ticket appeals. Answer routine phone and in-person inquiries regarding the campus parking and shuttle bus system. Filing as required and miscellaneous office duties as assigned. Traffic control for events at EMPAC, ECAV, Armory. Lot attendants to let vehicles through parking gates. Many work assignments will occur on weekends.

*Skills:* Excellent customer service skills and ability to perform duties in accordance with Institute and department policies and procedures.

**Career Development Center**

*Job Description:* General office work and act as career assistants. Duties include answering telephones, filing, typing, computer work, photocopying, etc. Professional conduct required for working the CDC recruiting area and in the CDC. Help with promotion of CDC events.

*Skills:* Customer service skills required for dealing with students and visiting employers. Computer skills needed, especially knowledge of MS Word and Excel.

**Center for Automation Technologies (CAT)**

*Job Description:* Mechanical or electrical student with hands-on skills. Interested in designing and building devices. Programming experience or interest a plus.

*Skills:* Has interest in robotics.
**Center for Bio Technology**

**Job Description:** Clerical position. Duties include replenishing paper in both 2nd floor copy machines & BT 3005 machine at beginning & end of shifts, mail sorting, copying & scanning of documents, filing & sorting, campus errands, replenishment of Safety Glasses in Labs, replenishment of hand sanitizer in dispensers throughout the building & lab corridors, posting flyers, replenishing & arrangement of mailroom & shipping supplies, CBIS information packets and brochures and Core brochures & flyers.

**Skills:** Ability to follow instructions. Ability to use office equipment; copier, printer, fax and scanner.

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**Center for Initiatives in Pre-College Ed. (CIPCE)**

**Job Description:** Lab Assistant. Duties include: copying, filing/sorting, campus errands, posting flyers, maintain interactive technologies and related equipment and tracking various equipment needed for program success. Assistance needed with curriculum development, project design and program setup and closing.

**Skills:** Ability to follow instructions. Ability to use office equipment; copier, printer, fax & scanner. Ability to learn various programming software for interactive technologies. (ex. Robolab and Scratch)

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**Center for Integrated Electronics (CIE)**

**Job Description:** Clerical and other duties as needed. Duties include copying, filing, answering phones, running errands, scanning reports, etc.

**Skills:** None

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**Chapel & Cultural Center**

**Job Description:** Position involves performing security, maintenance, public relations and clerical functions. Security duties include supervision of various group meetings, building lock-up (if working the night shift), periodic check-up of doors and windows, supervision of grounds. Maintenance duties include cleanup of Center, cleanup after group meetings, grounds cleanup, and control of lights, heat, and air conditioning. Public relations duties include helping run events, poster distribution, act as host for all groups who are scheduled at the Center, answer telephone in a courteous and responsible manner. Other duties may be assigned. Some weekend work occasionally required.

**Skills:** Must be personable and have good communication skills.

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**Chemical Engineering**

**Job Description:** Clerical position. Duties include filing, photocopying, campus errands, etc.

**Skills:** None
Chemistry
Job Description: Clerical and research work. Duties include inventory, repair and improvements, preparation of electrical apparatus and equipment, standardize instruments, transfer chemicals and supplies, prepare solutions and reference standards, general office and computer work. 
Skills: None.

Civil & Environmental Engineering
Job Description: Clerical position. Duties include filing, running errands on campus, copying, answering phones, light typing, prepare bulletin boards, help professors as needed, etc. Straightening up of labs and office spaces.
Skills: None

Clubhouse Pub**
Job Description: Duties include bar service, table waiting, ID check at the door, cleaning, re-stocking, and closing work includes handling cash. “TIPS” training required for new staff. Training sessions offered in early fall.
Skills: Good communication and interpersonal skills, reliability, loyalty, restaurant experience helpful, but not required. Need to be a team player.

Cognitive Science***
Job Description: Copy, shred, file, retrieve mail, deliver/pick up various items on campus and conduct general office duties as assigned with a high level of confidentiality. There may be an occasional need to edit documents and perform computer work.
Skills: General office skills and a willingness to pitch in.

Computer Science
Job Description: Clerical and technical positions. Clerical duties include running errands, photocopying, mail distribution, posting notices on seminar/conferences, employment and education bulletin boards, recycling, unloading and stocking copy paper, answer telephones, cover/close main office and other rooms when dept. secretary is not available, assist with weekly colloquium and bulk mailings when required. Technical position offers a variety of tasks suiting different skill levels. In addition to daily maintenance tasks such as stocking printers, qualified students will have the opportunity to aid the department in tasks such as troubleshooting, networking installation, programming and web development, as well as other miscellaneous system work as needed.
Skills: Typing and telephone skills needed for clerical positions. Computer knowledge needed for technical positions.
Core Engineering  
**Job Description:** Clerical and laboratory positions. Clerical duties include copying, filing, campus errands, computer work, shredding, mailings on and off campus, and other projects as needed. Laboratory duties involve supporting classes and student project work in one of the following shops, the Advanced Manufacturing Lab, JEC Student Shop, or MDL Fabrication & Prototyping Area. Under the direct supervision of shop staff the student will operate various manufacturing equipment, instruct students on safe operation of equipment, and deliver laboratory modules as needed. Assist in following classes: ENGR-1100 IEA, ENGR-1200, EG & CAD, ENGR-1300, ENG. Processes, ENGR-1400 ENG. Communications, ENGR-2050 IED, ENGR-2350 Embedded Control  
**Skills:** Use of machines relating to engineering processes class. Must be a sophomore, junior, or senior level engineering student.

Darrin Fresh Water Institute (DFWI)  
**Job Description:** Lab field. Lab field duties include assist in preparation of media, solutions, sterilization of glassware and other materials for molecular biology. Majority of work will be in preparation of materials for experiments, however, highly motivated students will have some opportunity to assist in scientific experimentation.  
**Skills:** None

Development  
**Job Description:** Duties include supporting the advancement office of the Institute in a variety of ways, including researching the Web, working on databases, organizing materials for special campus-wide and donor recognition events, helping with paperwork and filing associated with donor relations and research materials-all of which will enable the work-study student to learn several aspects of academic fundraising. This work would be located in the Hedley building off campus.  
**Skills:** Microsoft Word and Excel experience helpful.

Dean of Students Office*  
**Job Description:** Clerical position. Duties include work at the reception desk, filing, mass mailings, running errands, some data entry and other general office tasks as assigned.  
**Skills:** Experience with Microsoft Word, Excel, Access and Web knowledge a plus, but not required.
**Dot CIO/Multimedia Services**  
**Job Description:** Student Programmer position—Code, test and troubleshoot programs utilizing existing hardware, database and programming technology. Maintain and modify existing programs, make approved changes and amend flow charts. Analyze performance of programs and correct deficiencies based on consultation with users and approval of supervisor. Confer with users to gain understanding of needed changes or modifications of existing programs. Write and maintain programming documentation.  
**Skills:** Able to work a minimum of 6 hours a week and commit to at least two full years of student employment. Demonstrated commitment to quality and dependable attendance. Knowledge of programming procedures and languages including ASP, MSSQL, Jquery, CSS and JSON. Ability to process data and to format and generate reports. Ability to write technical instructions in the use of programs and/or program modifications.

**Earth & Environmental Science**  
**Job Description:** Clerical position. Duties include filing, distribution of mail, copying, campus errands, answering phones, computer projects, and helping organize labs. Lab Assistant—some students will have the opportunity to work in faculty research labs.  
**Skills:** Basic office skills, minor Excel and Word computer skills and a friendly disposition desired. Lab assistants—ability to follow instructions, attention to detail, careful and accurate lab techniques.

**Economics***  
**Job Description:** Clerical position. Duties include answering phones, photocopying, running errands, computer work, typing, library research, etc.  
**Skills:** Word, Excel, Powerpoint.

**Electrical, Computer and Systems Engineering (ECSE)**  
**Job Description:** Clerical and technical positions. Clerical duties include preparing course materials for faculty, delivering mail to different offices on campus, answering phones and other office duties as assigned. Technical duties include assist in networking and teaching labs when needed.  
**Skills:** None

**Engineering, School of Dean’s Office**  
**Job Description:** Clerical position. Duties include answering phones, photocopying, helping with mailings, filing, shredding, cycling, campus deliveries, occasional moving and reorganizing of boxes and/or materials for conferences and events. Computer position.  
**Skills:** Knowledge of MS Word, Excel and Access would be helpful for assisting with routine correspondence mailings, creating lists and labels.
Environmental & Site Services/Assistant Groundskeeper
Job Description: Water plant beds, flower bed maintenance, shoveling (including snow), green house duties, daily trash debris pick up, rake leaves, etc.
Skills: Ability to lift, push, pull average weights (up to 70lbs.), occasional handling of heavy weights over 70lbs. Required Safety Training (EHS online Work-study Student Training).

Environmental & Site Services/Mail Clerk
Job Description: Operate postage meter machine, hand apply labels, envelope inserts, look up addresses, sort mail and packages. Receive student, faculty and staff packages and process into tracking system. Scan out packages for customers.
Skills: Ability to lift bins boxes and bags of mail weighing up to 40lbs. Safety Training required (EHS online Work-study Student Training).

Environmental & Site Services/Office Clerk
Job Description: Working under the direction of the Administrative Coordinator of Environmental and Site Services, the Office Clerk will assist with clerical duties such as making copies, filing paperwork, answering the phone, typing residential assessments, creating marketing material for Single Stream recycling and electronics waste.
Skills: Basic computer skills. Safety training required (EHS online Work-study Student Training).

Financial Aid
Job Description: Clerical position. Duties include filing, data entry, answering phones, greeting students and visitors, running errands on campus, scanning/batching documents in NOLIJ.
Skills: Computer skills helpful, but will train.

Game Room**
Job Description: Students will manage and operate the games room. They are responsible for handling large sums of cash kept in a safe, handing out pool cues and other gaming equipment, making sure patrons have proper I.D. to enter/use the games room. Responsible for clean up and patron safety.
Skills: Reliable, good customer service skills, knowledge of using a cash register.

Government & Community Relations
Job Description: Duties include varied assignments as they arise related to: compiling information, tracking data, web research, errands, mailings etc.
Skills: Knowledge of MS Word, Excel and Web required.
Graduate Education, Office of

Job Description: Clerical Position: Duties include filing, opening mail, processing mail out, campus errands, front desk coverage, data entry and other duties as assigned.
Skills: Must possess a good working knowledge of Excel & MS Word. Must be personable, have good communication skills and good attention to detail.

Graduate Education/Academic Services, Office of

Job Description: Clerical position: Duties include general office work such as typing, working with Word documents and Excel spreadsheets, overnight mailing distribution, photocopying, data entry, filing, processing file transactions other related duties as assigned.
Skills: Must possess a good working knowledge of Excel and MS Word, computer knowledge of Access helpful. Must be personable, have good communication skills and good attention to details.

Graduate School/Outreach Programs

Job Description: Clerical and computer work. Duties include general office work such as typing, working with Excel spreadsheets and Word documents, copying, campus errands, and other duties as assigned.
Skills: Clerical and computer work. Duties include general office work such as typing, working with Excel spreadsheets and Word documents, copying, campus errands, and other duties as assigned.

Houston Field House Box Office

Job Description: Clerical position. Duties include work RPI hockey games, pulling and selling hockey tickets for the upcoming hockey season, working with the public, answering phones, handling money exchange and miscellaneous office duties.
Skills: None

HASS-Deans Office

Job Description: Scanning, answering phones, photo copying, creating documents, doing minor research, assisting in office up keep and delivering material and packages around the university campus. Assist with setup and break down for the Deans office events. Assist in maintaining office upkeep: watering plants, tidying lobby outside Dean’s office, etc.
Skills: Strong communication skills, basic compute knowledge, ability to follow multi-step directions, personable and business casual appearance.
**Human Resources**

**Job Description:** Clerical position. Duties include data entry, filing, and campus errands, working with confidential information, assisting with phones and special events and other duties as assigned. Students will rotate among all HR areas including compensation, benefits, training and employment and environmental health & safety.

**Skills:** Microsoft Word, Access and Excel knowledge helpful.

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**Industrial and Systems Engineering (ISE)**

**Job Description:** Clerical work, research on the Web and office maintenance. Duties include making copies, scanning, binding manuscripts, campus errands and light housekeeping duties near work area

**Skills:** No special skills. Word and Excel helpful. Dependability is important.

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**Information Personal Assistance Center (IPAC)**

**Job Description:** Think you know about Rensselaer? Interested in learning and sharing Rensselaer information? Join the Information and Personal Assistance Center and be part of a team that serves the Rensselaer community. Main responsibilities include answering phone calls, texts and emails from our community members. The IPAC office has a long history on campus of providing information to the community. Additional responsibilities include program development, community service programs, assisting with programs led by the Student Experience staff, development and implementation of program and office publicity. Other duties as assigned.

**Skills:** Needs to be organized, value the importance of being on time, ability to work with people different than themselves and value working on a team. Office experience helpful but, not required.

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**Information Technology, Computer Operations**

**Job Description:** Duties include assist with handling printer output in the computer room, maintain printers and other computer equipment in campus labs, delivering paper and toner, cleaning and maintenance of hardware opening and closing classrooms and other clerical duties as assigned. Available hours are 8am-2am, seven days a week.

**Skills:** Familiarity with computers and printers is helpful, but not required.

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**Information Technology Infrastructure**

**Job Description:** Answering the campus switchboard. Directing Callers. General Office Duties.

**Skills:** None.
Information Technology & Web Science
**Job Description:** Clerical position. Duties include filing, light typing, mailings, on campus errands, answering phones, and other duties as needed.
**Skills:** Some light lifting may be required. Knowledge of word and excel. Must be able to work in a professional manner.

Intramural Athletics
**Job Description:** Supervise/Officiate intramural team sports including flag football, volleyball, indoor soccer, basketball, baseball, softball, hockey and other activities. Responsible for overseeing and managing a safe pleasant atmosphere for intramural participants and for assisting the professional staff when needed.
**Skills:** General knowledge of recreational sports programs, good leadership skills, available to work afternoons, evenings and weekends. Strong interpersonal skills.

Lally School of Management & Technology
**Job Description:** Clerical position. Duties include general office work, filing, errands, mailings, data entry, etc. Students with IT experience also needed to assist Lally's IT manager.
**Skills:** We would like to have 2 ITEC or CSCI students assigned to assist with our IT dept.

Library (Rensselaer Research Library)
**Job Description:** Clerical, maintenance, technical positions. Clerical duties include photocopying, word processing, campus deliveries, pulling and re-shelving of materials, provide directional assistance, answer phones, data entry, verify documents, filing. Maintenance duties include minor repairs, cleaning and moving materials. Technical duties include provide basic technical assistance for laptops, network printers and RensSearch workstations. Answer basic questions involving library catalog, RensSearch and First Search databases.
**Skills:** Various skills required for different jobs. Some of these include general familiarity with a library, knowledge of computer applications such as Windows, Word, etc, ability to lift up heavy items, attention to detail, and ability to work independently, excellent communication skills. Technical position requires computer skills, ability to work with spreadsheets and databases, PDF formats, and network printing knowledge.

Lighting Research Center (LRC)
**Job Description:** Clerical position. Duties include general office work such as copying, assembling conference materials, data entry of lab results and library work. Lab Help. As needed, help assemble lighting test apparatus. Support research projects with computer support.
**Skills:** Must be able to come to downtown Troy between 8:30am-5pm, Monday-Friday.
**MANE (Mechanical, Aerospace and Nuclear Engineering)**

**Job Description:** Clerical, web site, maintenance and research positions. Clerical duties include photocopying, errands, mailings, party set-up, computer data entry using Access, etc. Web site positions include setting up web pages for department labs. Maintenance duties include working in laboratories cleaning, setting up experiments, assisting with recording data/results.

**Skills:** Conscientious work attitude and reliability. Computer skills needed for certain positions.

**Materials Science and Engineering**

**Job Description:** Clerical and laboratory maintenance positions. Clerical duties include various office tasks, such as work on graduate recruitment admissions program, computer work, photocopying, running errands, etc. Laboratory/maintenance duties include cleaning and upkeep of labs, moving equipment, stocking supplies, etc.

**Skills:** Reliable attendance necessary. Some computer experience helpful for clerical position, but will train. For lab position general ability to understand process technology and related lab procedures is needed.

**Mathematical Sciences**

**Job Description:** Clerical, research and maintenance positions. Duties include scanning of course materials, cataloging and shelving books in Math Library, posting, campus errands, mass mailings, photocopying, gathering statistics for professors, and assist with computer projects and assisting staff with computer knowledge.

**Skills:** None

**Mueller Fitness Center**

**Job Description:** Fitness consulting, maintenance and reception duties. Duties include: Ensure that participants are using equipment in a safe and considerate fashion. Be familiar with Mueller Center emergency procedures. Understand and enforce all Mueller Center policies and procedures. Clean fitness center and equipment. Interact with patrons in person and over the phone and demonstrate a willingness to answer questions or direct questions to appropriate persons. Report broken and out-of-order equipment. Follow opening and closing procedures for building. Cooperate with other staff members and work as a team. Check ID cards as patrons enter the fitness center.

**Skills:** Need an active email account. Requires a current CPR and first aid certification. Training will be provided. Must attend all staff meetings and participate in staff training.

**Nanotechnology Center**

**Job Description:** Clerical position. Duties include assembling packets and reports, updating databases, typing, photocopying, mail distribution, filing, campus errands and office projects as required.

**Skills:** Computer skills necessary. Dependable to work on assigned days.
Office of International Programs

**Job Description:** Clerical tasks including photocopying, filing, mailings. Delivering mail around campus, posting flyers and other clerical tasks. Updating spreadsheets using Excel, updating documents using Word. Serving as receptionist for suite of offices-greeting students and other visitors and answering phones.

**Skills:** Ability to greet students and visitors professionally and to interact with faculty, staff, students on a professional level. Excellent communication skills. Confidentiality required as student may have access to student records/applications (when filing). Excel/Word skills. Attention to detail.

Physical Plant

**Job Description:** Student Facilities Planner: Project scheduling/Critical Path Method-develop and update macro level project schedules for deferred maintenance and capital projects, Life cycle calculations, Cost Estimating and evaluation of contractor proposals, Deferred maintenance project development-10 year maintenance planning and roof maintenance program, Research deferred maintenance database (Sightlines) to develop projects and update data in the database, Documenting repairs through photographs, measurements, etc., Verification of existing campus building condition, assistance with infrastructure planning, Engineering review of proposed energy usage and possible energy conservation ideas including lighting retrofit projects, and develop and update service contract scopes of work.

**Skills:** Computer-Word, Excel required; Powerpoint, Outlook preferred. Any engineering or architecture major is preferred. Ability to work with minimal direction. Self motivated. Strong interpersonal skills to interact with staff.

Physics

**Job Description:** Clerical position. Duties include office support for the department, copying, filing, distributing mail, answering phones, etc.

**Skills:** None

President’s Office/Board of Trustees

**Job Description:** Clerical position in a highly confidential area. Duties include shredding paperwork, photocopying, filing, assist with weekly mailings, data entry, and assist with preparation for monthly Board of Trustees meetings, front desk coverage as needed.

**Skills:** Confidentiality is very important. Student is expected to show up on time, work for designated hours, and call in when not able to come to work. Also, familiarity with the Institute, familiarity with the Web, knowledge of Rensselaer’s phone system, office equipment and Microsoft software (Word, Excel, Access) is important.

Provost Office

**Job Description:** Clerical position. Duties include filing, data entry, copying, shredding, deliveries on campus and answering phones.

**Skills:** None
Public Safety*
Job Description: Clerical position. Duties include filing, running errands, light typing, or Library Security Watch detail, evenings.
Skills: For Library Security Watch detail—must be able or want to work evenings.

Registrar
Job Description: Clerical and computer work. Duties include filing, data entry, electronic scanning & filing, alphabetizing, typing, campus deliveries, mailings and other clerical tasks as assigned.
Skills: None

Rensselaer Catering Office
Job Description: Clerical position. Duties include filing, sorting mail, data entry of food orders, answering phones. Eventually work up to taking & processing change slips to food orders, room reservations in the Russell Sage Dining Hall; distribute food orders and changes to chef's board in the kitchen. Assistance with other daily operations as needed. Attention to details is important.
Skills: Good communication skills needed. Computer data entry, knowledge of (Microsoft) and of Excel helpful. Catering, or wait staff knowledge helpful in understanding the importance of good customer service and working in a team environment.

Rensselaer Union Administration Office
Job Description: Clerical position. Duties include answer phones, distribute mail, photocopying, labeling envelopes, post flyers, run campus errands and other miscellaneous office tasks as assigned.
Skills: Reliable, personable, computer literate and ability to work in a fast-paced office.

Research Administration & Finance, Office of
Job Description: Clerical position. Duties include filing, customer service, data entry (Excel, Access), terminate files, faxing, copying and answering a multi-line phone at the receptionist desk.
Skills: None

Residence Life
Job Description: Clerical position. Duties include greeting visitors to the office, answer phones, filing, light data entry, campus deliveries, disseminating information, mailings, handling keys and card access, some computer projects as assigned, may assist in lock-outs and escorting non-Rensselaer employees through Residence Halls.
Skills: Customer service oriented with basic office skills. Must be discreet and be able to communicate well with a diverse population of students. Computer skills a plus, including knowledge of PC’s, Word, Excel and Photoshop.
School of Science Dean's Office
Job Description: Clerical position. Duties include assist in the daily operations of the Dean's Office by answering telephones, photocopying, running errands, filing, updating data bases, etc.
Skills: None

Science and Technology Studies
Job Description: Clerical position. Clerical duties include computer work, keyboarding, copying, collating, scanning documents, running errands, library work, moving furniture, cleaning and other miscellaneous office work as assigned.
Skills: Computer software and hardware knowledge helpful. Ability to scan documents or ability to learn desired.

Scientific Computation Research Center (SCOREC)
Job Description: Research position. Duties include working directly with research staff on assigned projects (programming applications, Web page maintenance, etc.), assist with maintenance and upkeep of computer labs and equipment (cleaning, stocking supplies, etc.).
Skills: Basic computer skills needed, knowledge of programming in various languages desired, advanced computer skills are a definite asset. Interest in participation in research projects.

Strategic Communications
Job Description: Students needed to perform clerical duties. Clerical duties include filing, photocopying, campus errands.
Skills: Needs great organizational skills and computer skills.

Student Experience and First Year Experience
Job Description: Students will work on developing and implementing new sites and brainstorming ideas. Students will work under the guidance of the Student Experience and First-Year Experience staff. Duties also include general office work, such as answering phones, taking messages, mailing, postings flyers, running campus errands, working with confidential information, learning the timeline and process for upcoming FYE programs and help with various projects as assigned. Must attend a bi-weekly meeting in order to work in office.
Skills: Dependable, excellent customer service/phone skills, computer skills, attention to detail, ability and willingness to work in a fast-paced environment. Must attend a bi-weekly meeting in order to work in this office.

Student Health Center
Job Description: Clerical position. Duties include filing and other general office tasks, alphabetizing paperwork. Involves working in a highly confidential environment. Scanning documents, data entry in Excel format.
Skills: Computer skills and general knowledge of use of office equipment. HTML web design desired.
**Student Life Office**

Job Description: Clerical position. Duties include filing, answering phones and computer work.
Skills: None

**Technology Commercialization**

Job Description: Research and clerical positions-Duties include copying, filing and organizing income and expense documents associated with patenting and licensing and entering data in Excel spreadsheets. Support marketing research efforts-Duties include identifying uses of a technology and size of the associated major markets and generating a list of companies that could potentially benefit from the technology.
Skills: None

**Tetherless World Constellation**

Job Description: Clerical work-filing etc. some data entry, campus pick up/drop off deliveries.
Skills: None.

**Undergraduate Education**

Job Description: Clerical Position: Duties include general office work such as data entry, filing campus errands, working with confidential information, copying, assist with phones, special events and other duties as assigned.
Skills: Knowledge of Microsoft Word, Excel and Access. Engineering or Science students preferred.

*Denotes Community Service Position

** If assigned to one of these Departments, it will be listed as Rensselaer Union Administration Office on your Work Study placement notification due to departmental merges.

*** If assigned to one of these Departments, it will be listed as HASS-Deans Office on your Work Study placement notification due to departmental merges.