Scripps College Student Employment Sample Job Duties

Clerical/Administrative:
- Provides general clerical and/or technical support for offices and laboratories
- Answers phones; Provides information that is standard and readily available
- Routinely uses computer applications (word processing, spreadsheets, graphics and databases)
- Instruct others in setup and operation of A/V equipment; May perform minor maintenance or repairs
- Files, prepares, photocopies
- Picks up/drops off mail
- Processes check-out and return of books or equipment
- Creates special print jobs (such as labels, envelopes) and troubleshoots as necessary
- Transcribes notes/recordings
- Tracks purchases, invoices and related matters; May perform cashiering duties
- Food preparation/serving/cleanup
- Cleans/maintains work area
- Maintains/cleans computers or equipment

Project Management/Event Planning:
- Plans, organizes and executes complete projects and events independently
- Arranges for meeting rooms, refreshments, advertisements, and staff or administrative travel
- Performs and/or drafts projects or events/programs from start to finish
- Coordinates and administers mentoring, tutoring or training
- Maintains information on graduate schools, fellowships and/or scholarships

Communications/Marketing:
- Posts flyers on campus
- Manages social media posts/updates
- Creates and maintains bulletin boards, databases of information, or public displays of information
- Edits and maintains web pages, promotional materials based on knowledge of the functions and objectives of the office
- Designs and prepares complete web pages or promotional materials
- Uses own computer and graphics skills for functions and objectives of the office
- Photographs/writes for publications/promo materials

Departmental Programmatic Support:
- Mixes chemicals/prepares lab experiments
- Interviews research participants
- Solicits donations and markets events
- Coordinates the efforts of groups of people to achieve goals
- Supervises/trains other student employees
- Advises students in drafting application materials, editing papers for class
- Assists with sports by performing related activities that require some knowledge/experience of sport
- Prepares notes, grades papers for individual classes or in order to assist other students
- Interviews prospective students; conducts campus tours