

STUDENT EMPLOYEE JOB LISTING GUIDE

CONTENTS

How to Use This Resource	4
Sample – Job Title.....	4
Student Job Templates	5
Administrative Intern I	5
ASB President	5
Automotive Mechanic Trainee.....	5
Campus Activities Coordinator.....	5
Custodian I.....	6
Events Coordinator 1.....	6
Food Service Worker	6
Grounds & Nursery Services Specialist.....	6
Instruction & Classroom Support Technician (Teacher’s Aide).....	7
IT Support Technician I.....	7
Lab Assistant I (Science)	7
Mail Carrier-Driver	7
Media Technician	8
Office Assistant I.....	8
Office Assistant II.....	8
Peer Mentor	9
Preservation & Museum Specialist I	9
Program Assistant	9
Scribe (Note Taker).....	9
Security Guard I.....	10
Senator of Communications.....	10
Senator of Diversity & Equity Affairs.....	10
Senator of Legislative Affairs.....	10
Sounds Student Newspaper Editor	10
Sounds Student Newspaper Layout Editor.....	11
Percival Review Art and Literary Journal Co-Editor.....	11
Sounds Student Newspaper Reporter.....	11
Sports Equipment Technician.....	11
Student Tutor	12
Vice President of Clubs & Organizations.....	12
Vice President of Finance.....	12

Job Guide Lists				
Job Title	SWS Code		Sub Code	Pay Rate
Administrative Intern I	SWS	590	104H	\$ 15.74
ASB President	SWS	999	N/A	\$ 14.00
Automotive Mechanic Trainee	SWS	590	618L	\$ 16.09
Campus Activities Coordinator	SWS	999	N/A	\$ 13.69
Custodian I	SWS	810	678I	\$ 14.42
Events Coordinator 1	SWS	590	111A	\$ 14.42
Food Service Worker	SWS	650	675F	\$ 14.42
Grounds & Nursery Services Specialist	SWS	790	591I	\$ 14.42
Instruction & Classroom Support Technician (Teacher's Aide)	SWS	310	255M	\$ 17.63
IT Support Technician I	SWS	590	481C	\$ 18.93
Lab Assistant I (Science)	SWS	320	510E	\$ 17.24
Mail Carrier-Driver	SWS	580	113I	\$ 14.42
Media Technician	SWS	590	203E	\$ 14.42
Office Assistant I	SWS	590	110H	\$ 14.42
Office Assistant II	SWS	590	100I	\$ 15.01
Peer Mentor	SWS	680	N/A	\$ 13.69
Preservation & Museum Specialist I	SWS	270	260I	\$ 15.01
Program Assistant	SWS	590	107M	\$ 16.09
Scribe (Note Taker)	SWS	680	N/A	\$ 13.69
Security Guard I	SWS	360	385K	\$ 17.63
Senator of Communications	SWS	999	N/A	\$ 13.69
Senator of Diversity & Equity Affairs	SWS	999	N/A	\$ 13.69
Senator of Legislative Affairs	SWS	999	N/A	\$ 13.69
Sounds Student Newspaper Editor	SWS	340	N/A	\$ 13.69
Sounds Student Newspaper Layout Editor	SWS	340	N/A	\$ 13.69
Percival Review Art and Literary Journal Co-Editor	SWS	340	N/A	\$ 14.00
Sounds Student Newspaper Reporter	SWS	340	N/A	\$ 13.69
Sports Equipment Technician	SWS	270	702F	\$ 14.42
Student Tutor	SWS	680	N/A	\$ 13.69
Vice President of Clubs & Organizations	SWS	999	N/A	\$ 13.75
Vice President of Finance	SWS	999	N/A	\$ 13.75

HOW TO USE THIS RESOURCE

This document serves as a tool for supervisors and departments to request work study and other student employee positions through Student Employment. This is to be used in conjunction with the “Student Employment Position Request Form,” (see image below) and Work Study Authorization Form. Note: each work study student has received instructions to bring this form with them to their interview as it verifies they have been awarded work study. If you do not see a related job to fit the proposed position, it is recommended you contact Student Employment (CS) via email at studentemployment@spscc.edu or telephone 360.596.5567.

STUDENT EMPLOYMENT POSITION REQUEST FORM
Please allow 3-5 business days for processing.

Post Date: Position closing date is 15 days after the date posted. Submit a new form to repost a position.

Applicant Reviewers: Email:

Department: Department

Type: Position Type | **Title & Pay:** Title & Pay

*Link to Student Employment webpage resources for Student Job List Guide and Pay Rates

Start Date: | **Position End Date:**

*Link to the "Student Employee Quarterly Start and End Work Dates" document for the last day for student employees to work during the academic year

Schedule Information: (Always try to offer flexibility around the students schedule but if you need specific times or days of the week list them here. Also provide the number of hours:

Job Description: (What the student will do) Student employees in this position will work with other staff, faculty and administrators to:

Examples are list below, for assistance you can also view the Student Employee Job Listing Guide in Student Employment webpage Resources

- Support students in and out of the classroom, which includes directing them to campus services and resources.
- Provide clerical support to the department
- Maintain accurate and organized filing systems and ensure filing is up-to-date.

Position Qualifications:

Supervision: In this position will the student employee have unsupervised access to children under sixteen years of age or developmentally disabled personal or vulnerable adults during the course of their employment? If Yes, Student Employment Programs will contact you as SPSCC may need to conduct a pre-employment Background Check.

No

Vehicle Usage: Could this position require the student to drive a state or college owned vehicle during the course of their employment? If Yes, Student Employment Programs will contact you as SPSCC may need to conduct a pre-employment Background Check.

No

Educational Benefits: Describe how this position enhances a students education or future career path

Comments/Supplemental Questions: Please lists any comments or any Supplement Questions you would like added to your application

Hiring Manager Signature: | **Student Employment Staff Approval:**

The “Student Jobs” section provides basic examples of job titles, coding information, rate of pay, and a position description. See example below for more details.

SAMPLE – JOB TITLE

SWS ###

This code is for CS reference only; do not include on form.

OFM ####

Rate of Pay

RoP \$ \$13.69

Job description and duties are written here. This is merely a template, and it may be adjusted per your department’s needs.

Minimum Qualifications:

This section may be optional

Example: Current Financial Aid Work Study Award

Example: Cumulative 2.5 GPA

Example: Basic Computer Skills

Example: Strong Customer Service Skills

“Sub Code” for Work Study Authorization Form

STUDENT JOB TEMPLATES

ADMINISTRATIVE INTERN I

SWS 590

SUB CODE 104H

RoP \$15.74

Assists in a variety of administrative, research, fiscal, or management oriented projects in a State department. Under immediate supervision, assists in a variety of administrative, or research tasks; may be assigned to a specific unit continuously or may rotate between units to gain different kinds of experience.

ASB PRESIDENT

SWS 999

SUB CODE N/A

RoP \$14.00

An official representative of the Associated Student Body (ASB). Maintains a close working relationship with the Dean of Student Life and serves as liaison to the College Administration.

Minimum Qualifications:

Currently enrolled in minimum of 6 credits
Cumulative 2.5 GPA
Commitment of year long position

AUTOMOTIVE MECHANIC TRAINEE

SWS 590

SUB CODE 618L

RoP \$16.09

Under guidance of a journey-level worker, performs various maintenance and repair duties of automobiles, vans/panel trucks and pickup trucks under 15,000 GVW, with special emphasis on those duties required to complete the specific on-the-job automotive mechanic trades training program; cleans up and maintains shop areas, work sites, and storage areas; completes on-the-job motorized equipment mechanic trades training program and related academic training; performs related duties and functions as specified in approved trades training program; performs related duties as required.

CAMPUS ACTIVITIES COORDINATOR

SWS 999

SUB CODE N/A

RoP \$13.69

The CAB works as a team to provide campus-wide events and activities that promote engagement, inclusion, wellness, and entertainment. Board members plan, promote, and staff events. Board members should be outgoing, energetic, and willing to get students involved. Event planning experience is NOT required. You will get a chance to move roles throughout the year.

CUSTODIAN I

SWS 810

SUB CODE 678I

RoP \$14.42

Under general supervision, performs routine housekeeping and custodial duties of institutional and non-institutional facilities; performs minor maintenance and repair work, such as unskilled painting, cleaning furnace flues, oiling furnace motors, sharpening tools and replacing faucet washers or toilet tank floats; sets up and takes down equipment and furnishings; maintains inventory of equipment and products.

EVENTS COORDINATOR 1

SWS 590

SUB CODE 111A

RoP \$14.42

Under general supervision, reviews, prioritizes, and assigns facility requests to assure optimum use of space and compliance with applicable laws, regulations, policies, emergency procedures, and ADA accessibility; coordinates events and services such as furniture, equipment, food orders, and custodial services for meetings, conferences, workshops, social functions, and other events involving the use of on-site facilities and equipment; maintains liaison and coordinates with building users related to facility use; issues keys; assigns storage space; monitors use and condition of facilities; receives and deposits funds received in payment for services provided; performs other work as required.

FOOD SERVICE WORKER

SWS 650

SUB CODE 675F

RoP \$14.42

Under direct supervision, performs a variety of routine duties in the preparation and serving of food and beverages; performs routine clean-up duties in a food service operation such as dishwashing, trash removal, storage functions, and maintaining sanitary conditions; performs other work as required; may direct the work of others.

GROUNDS & NURSERY SERVICES SPECIALIST

SWS 790

SUB CODE 591I

RoP \$14.42

Positions in this occupational category are responsible for the maintenance of grounds, landscapes, athletic fields, nurseries and/or greenhouses, performing various maintenance types of operations. Positions may be involved in litter control, recycling activities, and sprinkler irrigation/maintenance within a grounds maintenance program.

INSTRUCTION & CLASSROOM SUPPORT TECHNICIAN (TEACHER'S AIDE)

SWS 310

SUB CODE 255M

RoP \$17.63

Assists supervisor/instructor in classroom work, field trips, and lecture periods; assists in the classroom with self-help needs; helps with vocational training activities and maintains discipline while the supervisor gives individual attention to students; assists in setting up required equipment and tools in accordance with lesson plans; instructs student assistants in the operation and maintenance of study skills equipment; operates equipment such as controlled readers, shadow scopes, language master, typewriter, and other office and business machines; catalogues equipment and supplies for easy acquisitions and orders supplies; administers standardized tests to students; scores tests and records results for analysis; maintains files on individual student's progress; reviews daily work of students; conducts individual student conferences as necessary.

IT SUPPORT TECHNICIAN I

SWS 590

SUB CODE 481C

RoP \$18.93

Performs various paraprofessional IT support tasks depending upon the nature of the assignment such as receiving and resolving IT help requests from customers. Communicates with customers regarding outages, system problems and related information technology problems or issues. This may include responsibility for creating, monitoring, resolving and closing tickets within an issue management database and/or help desk system.

LAB ASSISTANT I (SCIENCE)

SWS 320

SUB CODE 510E

RoP \$17.24

Under direct supervision, prepares culture media according to established procedures including weighing and use of automatic dispensing devices; prepares compounds and reagents according to specified procedures; autoclaves and sterilizes laboratory materials; cleans and sterilizes glassware; codes new glassware and assists in maintaining a clean laboratory environment; soaks seeds in potassium nitrate solution to break dormancy; plants them in incubated soil to evaluate germination potential; counts seeds, using vacuum counting apparatus; crushes and breaks down rock samples and separates microscopic fossils from them; performs clerical tasks such as filing; cleans, checks and replenishes equipment and supplies from stock; assists in performing inventory and reports laboratory supply needs; collects soiled laundry; receives and distributes clean laundry; perform related duties as required.

MAIL CARRIER-DRIVER

SWS 580

SUB CODE 113I

RoP \$14.42

Physically handle, sort, and deliver mail, parcels, and packages including bulk, insured, registered, certified, and regular mail which may involve lifting (occasionally up to 70 pounds) and bundling; use hand trucks, dollies, and mail carts to transport materials; operate postage meters, addressing, folding, and other mailing machines occasionally; operate office equipment such as computers, copier machines, telephone, calculators, and data entry equipment; operate, adjust, and maintain multiple format labeling mailing machines; label mailings using high speed labeling machines; operate, adjust, and maintain all types of inserting equipment; complete and file necessary forms with the U.S. Postal Service; operate passenger vehicle following all pertinent rules and laws.

MEDIA TECHNICIAN

SWS 590

SUB CODE 203E

RoP \$14.42

Perform a variety of operations, routine maintenance and production duties in support of media services such as graphics, photography, audio visual and video equipment, and multi-media computerized systems.

OFFICE ASSISTANT I

SWS 590

SUB CODE 100H

RoP \$14.42

Public and departmental contact role is limited in scope. Under direct supervision, stacks, stamps, opens, codes, sorts, files or alphabetizes correspondence, records, or materials according to established procedures and predetermined categories; maintains files and records; answers telephones; following clearly established guidelines, answers routine questions; receives and refers visitors; functions as a receptionist. Performs messenger services on a specific route or particularly addressed material within or between departments; keyboards/types office forms, envelopes, labels, and index tabs; proofreads material and identifies areas needing corrections; photocopies and collates material; performs basic arithmetic such as addition, subtraction, multiplication, and division; posts information from various departments according to established procedures and standards; tabulates and posts report forms; operates a variety of office equipment such as computer/word processor and associated software, typewriter, calculator, document imaging, printers, multi-line phone system, and copy machine; enters and retrieves data from electronic data processing systems; establishes and updates information; generates documents and correspondence; communicates with others via electronic means; updates computer system files; opens and date-stamps incoming mail; learns to sort and route mail; picks up and prepares outgoing mail; learns to maintain logs, lists, rosters, directories, and other records; performs incidental typing; attends training classes; performs other duties as required.

OFFICE ASSISTANT II

SWS 590

SUB CODE 100I

RoP \$15.01

Following established guidelines, responds to inquiries regarding departmental services and procedures; answers telephones, receives and refers visitors; sorts, files, and tabulates various documents and records; establishes and prepares new files or categories within established filing systems; enters and retrieves data using electronic files; removes and logs materials; maintains status and file reports; performs basic word processing or typing tasks such as aligning text, setting margins and tables, saving or filing, spell checking, and printing to produce memos and letters; perform email tasks; cross checks and tabulates standard information; checks incoming forms and documents for required information; extracts and compiles statistical data from source documents; orders, receives, and maintains office inventory following established procedures; collects fees, maintains collection records, verifies and balances receipts, and prepares bank deposit documents; drafts routine forms and letters; assembles reports; proofreads material making corrections for sentence structure, spelling, grammar, and punctuation; receives, sorts, and distributes mail, messages, records, office supplies, and other materials; performs tasks requiring the use of basic arithmetic such as addition, subtraction, multiplication and division; performs other duties as required.

PEER MENTOR

SWS 680

SUB CODE N/A

RoP \$13.69

Knowledgeable guide for new students; a thoughtful facilitator who provides access to people and resources; a role model and advocate; maintain regular contact with new students; work both independently and as part of a team with fellow Peer Mentors; attend and participate in all departmental training sessions; understand and abide by all South Puget Sound Community College (SPSCC) policies; serve as a positive academic and social role model; educate new students about various resources and student services available at SPSCC; maintain confidentiality with any shared information; discuss any mentee concerns with the office supervisor; participate in and complete all other duties as assigned.

PRESERVATION & MUSEUM SPECIALIST I

SWS 270

SUB CODE 260I

RoP \$15.01

Assists in the maintenance of museum collections and collection records; under supervision, assists in the preparation of requests for grants; assists with public tours or other educational outreach programs; reviews work of professional staff to assure input/output is in conformance with rules, laws, and policy which requires substantial knowledge of the agency and its programs; maintains interpretive facilities, exhibits and exhibit cases, interpretive trails, and audio-visual equipment; performs building and grounds maintenance work such as mowing lawns, polishing floors, washing windows, and cleaning restrooms; assists in providing training in proper museum techniques for staff and volunteer; leads volunteers.

PROGRAM ASSISTANT

SWS 590

SUB CODE 107M

RoP \$16.09

Under general supervision, perform work requiring knowledge and experience specific to the program; provide students, staff, program participants and/or the public with information and interpretation of policies and Activities related to the program specialty; compose written communications; establish and maintain records relating to program operations; may direct the work of others; perform related duties as required.

SCRIBE (NOTE TAKER)

SWS 680

SUB CODE N/A

RoP \$13.69

This position provides specialized work under the direction of the Director of Access Services in the writing (note taking) of information provided orally to a disabled student in a classroom situation. Attends class with the student, takes notes, records all due dates of assignments, maintains confidential information regarding the student, accompanies the student to course laboratory and to the library for research work when note taking is required.

SECURITY GUARD I

SWS 360

SUB CODE 385K

RoP \$17.63

Patrols and inspects buildings and grounds and enforces rules of behavior. Patrols buildings and grounds by foot and/or vehicle and two-way radio; provides building surveillance. Monitors people and vehicle entry to grounds; makes identification checks; issues decals and passes; controls spectators at special events; enforces regulations and reports hourly on security conditions. Patrols and inspects buildings and grounds to detect and prevent fire, theft, illegal entry, escapes and property damage; examines gates, doors and windows to ensure security.

SENATOR OF COMMUNICATIONS

SWS 999

SUB CODE N/A

RoP \$13.69

Facilitates the promotion of Senate operations/events and all other areas of interest and concern and maintains the Student LIFE Hub on Canvas. Provides administrative support to the Student Senate. Prepares agendas and minutes of Senate meetings.

Minimum Qualifications:

Currently enrolled in minimum of 6 credits
Cumulative 2.5 GPA
Commitment of year long position

SENATOR OF DIVERSITY & EQUITY AFFAIRS

SWS 999

SUB CODE N/A

RoP \$13.69

Serves as the main point of contact for the SPSCC Food Pantry. Also serves as liaison representing multicultural interests between the ASB, Student Senate and the College Administration. This Senator keeps the ASB aware of any multicultural workshops, conferences and leadership training opportunities, as well as assisting in the promotion of multicultural, multi-ethnic and diversity awareness on campus.

Minimum Qualifications:

Currently enrolled in minimum of 6 credits
Cumulative 2.5 GPA
Commitment of year long position

SENATOR OF LEGISLATIVE AFFAIRS

SWS 999

SUB CODE N/A

RoP \$13.69

Keeps the ASB aware of all legislative actions that affect higher education and motivates the ASB to take action toward informing the legislature of students' needs, desires and priorities regarding higher education.

Minimum Qualifications:

Currently enrolled in minimum of 6 credits
Cumulative 2.5 GPA
Commitment of year long position

SOUNDS STUDENT NEWSPAPER EDITOR

SWS 340

SUB CODE N/A

RoP \$13.69

Helps to interview and hire newspaper staff, leads weekly staff meetings, writes articles and oversees all aspects of the student newspaper. In charge of final editorial approval for each article and issue of The Sounds and web content. Communicates closely with the Sounds advisor.

Minimum Qualifications:

Currently enrolled in minimum of 6 credits
Cumulative 2.5 GPA
Commitment of year long position

SOUNDS STUDENT NEWSPAPER LAYOUT EDITOR

SWS 340 **SUB CODE N/A** **RoP \$13.69**

Works closely with The Sounds editor to design, lay out and proofread each issue. Experience with InDesign and/or Web publications (WordPress) preferred.

Minimum Qualifications:

Currently enrolled in minimum of 6 credits
Cumulative 2.5 GPA
Commitment of year long position

PERCIVAL REVIEW ART AND LITERARY JOURNAL CO-EDITOR

SWS 340 **SUB CODE N/A** **RoP \$14.00**

Exercise overall management and administrative responsibility for the publication of The Percival Review. Responsible for graphic production of the publication. Coordinate layout, typesetting, and printing.

Minimum Qualifications:

Currently enrolled in minimum of 6 credits
Cumulative 2.5 GPA
Commitment of two quarters position (Winter and Spring)

SOUNDS STUDENT NEWSPAPER REPORTER

SWS 340 **SUB CODE N/A** **RoP \$13.69**

Collects and analyzes information about newsworthy events and writes stories using interviews, observation and research; organizes material following editorial style and format standards; takes photographs or videos to illustrate stories; builds contacts and sources to use in future stories. Communicates closely with The Sounds editor.

Minimum Qualifications:

Currently enrolled in minimum of 6 credits
Cumulative 2.5 GPA
Commitment of year long position

SPORTS EQUIPMENT TECHNICIAN

SWS 270

SUB CODE 702F

RoP \$14.42

Positions in this class are distinguished by repair, maintenance, and inventory responsibilities under direction of an Equipment Manager within a large varsity athletic unit or recreational facility for fittings and major/minor repair and maintenance of athletic equipment and garments. Maintain required health, safety, and security practices in locker room and games areas; maintain records of equipment purchases and utilization. May operate spotting tables, washers, extractors, and dryers to launder soiled clothing and equipment; use correct procedures to include proper water and steam temperatures, and correct types and amounts of soaps and bleaches in washing and drying athletic garments as necessary.

STUDENT TUTOR

SWS 680

SUB CODE N/A

RoP \$13.69

This position supports student success by providing one-on-one and small group tutoring to help students increase their knowledge and confidence in academic content and develop strategies for college success. The position will meet with students one-on-one and in small group sessions to assist them in academic core areas. Provide general study skill strategies and tips to assist in student academic skill development. The position is responsible to begin tutoring sessions on time and conduct them in an appropriate manner. **Minimum of 50% of the work must involve imparting knowledge to students.**

VICE PRESIDENT OF CLUBS & ORGANIZATIONS

SWS 999

SUB CODE N/A

RoP \$13.75

A liaison between the Senate and each chartered club and organization on campus. Assists in the promotion of clubs and organizations and in the coordination of events and activities provided for the ASB. Serves as the Chairperson for the monthly Club Roundtable meetings.

Minimum Qualifications:

Currently enrolled in minimum of 6 credits
Cumulative 2.5 GPA
Commitment of year long position

VICE PRESIDENT OF FINANCE

SWS 999

SUB CODE N/A

RoP \$13.75

The financial officer for the Student Senate. Maintains a record for the Senate of all expenditures and balances of their accounts. In the absence of the President, will take on the responsibilities of the President.

Minimum Qualifications:

Currently enrolled in minimum of 6 credits
Cumulative 2.5 GPA
Commitment of year long position