

Eastern Washington University

Student Employee Job Descriptions

Job Title: Accounting Aide I

Job Code: 73050

Job Definition: Under the direct supervision, perform elementary work in accounting or fiscal activity including verification of travel vouchers, purchase orders and cash receipts.

Job Title: Accounting Aide II

Job Code: 73051

Job Definition: Under general supervision, performs a variety of accounting tasks. May include duties of an Accounting Aide I. In addition, may prepare fiscal reports, spreadsheets, handle money and/or make bank deposits.

Job Title: Advertising Representative

Job Code: 62085

Job Definition: Sell Advertising.

Job Title: Ambassador/ Tour Guide

Job Code: 60100

Job Definition: Under limited supervision, serves as EWU representative to promote the university to students, potential students, alumni and others.

Job Title: Animal Technician Assistant

Job Code: 74724

Job Definition: Assist in animal care duties, including: feeding, cleaning cages and maintaining records.

Job Title: Art Model

Job Code: 62060

Job Definition: Pose for art classes, clothed and/or unclothed.

Job Title: Associated Student Officers

Job Code: 62070

Job Definition: Work as an officer or executive assistant in student government.

Job Title: Cashier Aide

Job Code: 73220

Job Definition: Operate a cash register, collect cash and make change. May assist customers and replace stock.

Job Title: Community Affairs Assistant

Job Code: 60400

Job Definition: Under the guidance of the Program Manager, will coordinate the flow of community affairs information for broadcast use. Will maintain notebooks of PSAs, community calendar of events and features for broadcast.

Job Title: Computer Lab Consultant

Job Code: 61003

Job Definition: Responsible for assisting students and faculty in the University computing labs, under general supervision.

Job Title: Computer Operator Assistant

Job Code: 72370

Job Definition: Under supervision, operate an electronic computer console and computer peripheral equipment in accordance with detailed instructions.

Job Title: Copy Center Assistant

Job Code: 73654

Job Definition: Pick up and deliver jobs to and from the Copy Center. Assist with various collating and binding processes, wait on customers and log out jobs.

Job Title: Costume Shop Supervisor

Job Code: 73587

Job Definition:

Job Title: Costume Shop Worker

Job Code: 73584

Job Definition:

Job Title: Custodial Aide

Job Code: 75020

Job Definition: Under direct supervision, perform basic tasks including cleaning, polishing, vacuuming, moving furniture and washing windows.

Job Title: Delivery Person

Job Code: 60250

Job Definition: Will deliver materials to various departments and/or buildings on campus.

Job Title: Dispatcher (Police)

Job Code: 72222

Job Definition: Radio dispatcher for officer in charge and student patrollers. Maintain daily activity log, radio log and telephone log. Responsible for accurate information taken over the telephone and radio. Provide general information by telephone. Directly responsible to officer in charge.

Job Title: Drafting Aide

Job Code: 74638

Job Definition: Prepare scaled maps, detailed plans and working drawings from notes, sketches, verbal or written instructions. Trace copies of plans and add details or make revisions in accordance with instructions.

Job Title: Drafting Technician

Job Code: 74640

Job Definition: Under limited supervision, prepare scaled maps, detailed plans and working drawings from field notes, sketches and verbal or written instructions. Must have applicable education or work experience to work independently.

Job Title: Food Aide I

Job Code: 74045

Job Definition: Perform routine duties in an institutional food operation. Assist in food preparation, serve food, wash dishes and perform general clean up.

Job Title: Food Aide II

Job Code: 74046

Job Definition: Work as lead over other students in assigned areas.

Job Title: Graduate Assistant

Job Code: 69999

Job Definition: A special classification for Graduate Fellows. Must be approved by the Academic Department in conjunction with the Graduate Program Office.

Job Title: Graphics Assistant

Job Code: 73512

Job Definition: Under supervision, assist in the production of materials for print or audio visual applications. Duties may include black and white photo processing, making signs, mounting and laminating prints, shooting, duplicating, processing slides, graphic arts, photography, typesetting, layout and related functions.

Job Title: Grounds Assistant

Job Code: 75120

Job Definition: Under supervision, prepare campus grounds for lawns, plants, trees and shrubs. Perform routine manual yard tasks, load and unload trucks, pick up trash and use a variety of hand tools. Must have valid driver's license.

Job Title: Interpreter for Deaf and Hearing Impaired

Job Code: 74465

Job Definition: Using American sign language, the interpreter will be responsible for: interpreting classroom lectures, faculty/student dialogue, assignments and special projects needed to fulfill the requirements of the course(s) in which the student is enrolled. Provide supplemental instructions as needed, i.e. tutoring.

Job Title: Inventory Aide

Job Code: 75765

Job Definition: Under supervision, locate, inspect and tag equipment. Maintain records and cards for transfer of equipment.

Job Title: Lab Assistant I

Job Code: 74790

Job Definition: Perform routine work in the cleaning and care of laboratory glassware, materials and work areas.

Job Title: Lab Assistant II

Job Code: 74800

Job Definition: Perform routine work such as operating lab equipment, weighing materials, mixing chemicals, preparing slides and performing simple calculations. Requires scientific experience.

Job Title: Library Assistant I

Job Code: 74325

Job Definition: Under supervision, provide routine clerical and public contact functions in accordance with specific guidelines.

Job Title: Library Assistant II

Job Code: 74326

Job Definition: Perform elementary technical library tasks involving acquisitions, cataloging or circulation. Answer basic library questions. May act as lead over other part-time workers..

Job Title: Lifeguard

Job Code: 72001

Job Definition: Monitor activities in swimming areas for the safety of persons using the facility with emphasis on accident prevention.

Job Title: Mail Clerk / Driver

Job Code: 75784

Job Definition: Assist in sorting US and campus mail, weigh flats and envelopes for proper class and postage, deliver mail to various buildings, prepare bulk mailing machine and labeling machine. Must have a valid driver's license.

Job Title: Maintenance Helper I

Job Code: 75232

Job Definition: Perform general manual labor

Job Title: Maintenance Helper II

Job Code: 75238

Job Definition: Perform general manual labor. May act as lead over other part-time workers.

Job Title: Media Assistant

Job Code: 73561

Job Definition:

Job Title: Musician

Job Code: 62080

Job Definition: Play an instrument in recital accompaniment.

Job Title: Office Aide I

Job Code: 72210

Job Definition: Post records, file documents, answer phones and provide routine clerical public contact functions in accordance with specific guidelines within the department.

Job Title: Office Aide II

Job Code: 72220

Job Definition: Type copy, post records, file documents, answer phones and provide routine clerical assistance in accordance with detailed instructions.

Job Title: Office Aide III

Job Code: 72221

Job Definition: Compose and type copy, process records, word processing, maintain inventory and filing systems, assist general public and perform a variety of clerical tasks in accordance with general guidelines of the department.

Job Title: Operations Assistant

Job Code: 60210

Job Definition: Under the direction of the Program Manager, assists in maintaining the operational aspects of KEWU. Duties include: preparation of computerized program log, album and compact disc handling and coordination of monthly play list mailing.

Job Title: Outdoor Center Assistant

Job Code: 60500

Job Definition: Under general supervision, operates outdoor equipment center. Assists customers, checks equipment in and out, makes minor repairs and assists in promoting special events.

Job Title: Paper Grader

Job Code: 60130

Job Definition: Grades papers in specific departments, under supervision of designated instructor and/or professor.

Job Title: Parking Services Assistant (Ticket Writer)

Job Code: 72658

Job Definition: Dispatch, patrol and enforce campus parking regulations by issuing tickets.

Job Title: Peer Advisor I

Job Code: 61375

Job Definition: Under general supervision, serves as an advisor to students. Assists students in solving problems and making informed decisions. Provides information and advises students based on knowledge and training. Takes responsibility for some project work. May include academic counseling.

Job Title: Peer Advisor II

Job Code: 61376

Job Definition: Under limited supervision, serves an advisor to students. Through consultation, assists students in solving problems and making decisions. Provides advice based on in-depth knowledge. Requires substantial responsibility and judgment. May provide academic counseling.

Job Title: Photographer

Job Code: 73785

Job Definition: Under direction, take black and/or color still positions, develop and process film.

Job Title: Planetarium Lecturer

Job Code: 60220

Job Definition: Plan, research, organize and present lectures to visiting groups. Operate projector, console and auxiliary equipment during the presentation. Use the current planet positions to set the sky for the evening. Complete Planetarium operations (NTSC 299) successfully, handle minor repairs and emergencies.

Job Title: Production Assistant

Job Code: 73547

Job Definition: Perform television production duties for the RTV Department. Must have completed required course work as designated by the department.

Job Title: Program Aide

Job Code: 72255

Job Definition: Under limited supervision, coordinate and conduct specialized project work. Must have applicable education or work experience to meet specific job requirements.

Job Title: Program Specialist

Job Code: 62255

Job Definition: Under minimal supervision, coordinate and administer a specialized project independently. Persons in this classification need applicable education and experience in order to make clear decisions concerning daily tasks.

Job Title: Projectionist

Job Code: 73560

Job Definition: Set up and operate 16MM projector, audio-visual film and listening equipment and systems in recreation areas, auditoriums and classrooms.

Job Title: Publication Assistant

Job Code: 73774

Job Definition: Collect and analyze facts about newsworthy events by interview, investigation or observation and write stories conforming to prescribed editorial techniques and format.

Job Title: Public Relations Assistant

Job Code: 72255

Job Definition: Under supervision, help increase public awareness of KEWU. Duties include: the writing and mailing of press releases, coordination of listener phone calls and letters, coordination of print and graphic materials, wiring station broadcast copy and other related duties. This job title may be used for other public relation activities for the university.

Job Title: Publicity Director

Job Code: 60630

Job Definition:

Job Title: Publicity Worker

Job Code: 60635

Job Definition:

Job Title: Radio News Reporter

Job Code: 62090

Job Definition: Under general supervision, produce and deliver radio news programs. Conduct interviews, organize and rewrite news wire copy and edit audio tape.

Job Title: Radio Program Assistant

Job Code: 60420

Job Definition: Under guidance of the Program Manager, program jazz, research background material for programming, perform broadcast duties both live and prerecorded.

Job Title: Recreation Assistant

Job Code: 74167

Job Definition: Under general supervision of instructor, assists with health and recreation programs.

Job Title: Recycling Assistant

Job Code: 60101

Job Definition: Under general supervision, pick up and transport recyclable materials. Assist in the warehouse as needed.

Job Title: Research Assistant I (Undergraduate)

Job Code: 62040

Job Definition: Must have junior or senior standing with adequate and relevant course work in declared major to meet requirements of specific department. Assist with research projects, statistical compilation, information collection, report writing and editing and project evaluation as designated by the department.

Job Title: Research Assistant II (Graduate)

Job Code: 62050

Job Definition: Includes duties of the above, plus additional responsibility. Complex nature of the work at this level requires graduate standing.

Job Title: Resident Advisor

Job Code: 67010

Job Definition: Counsel and advise dorm residents regarding academic, personal and residence hall problems. Resolve conflicts, discipline students and work in residence hall office.

Job Title: Scene Shop Assistant

Job Code: 73572

Job Definition:

Job Title: Scene Shop Foreman

Job Code: 73573

Job Definition:

Job Title: Scene Worker

Job Code: 60625

Job Definition:

Job Title: Security Attendant

Job Code: 72644

Job Definition: Radio equipped security patrol checking for all types of hazards or suspicious persons and reporting all unusual circumstances to officer in charge. Responsible for general building security to include locking and unlocking buildings. May include nights and weekend work. Special event set-up and building security.

Job Title: Sports Equipment Assistant

Job Code: 74176

Job Definition: Under general supervision, attend locker room and towel cage. Perform equipment checkout services. May launder and make minor repairs to equipment and wearing apparel and maintain equipment inventory.

Job Title: Sports Official

Job Code: 60520

Job Definition: Under general supervision, officiates or supervises intramural sports and activities. May keep score.

Job Title: Teaching Assistant I (Undergraduate)

Job Code: 62020

Job Definition: Must have junior or senior standing with adequate and relevant course work to meet requirements of specific department. Assist professors with course development, organization and presentation, with instructional laboratories, in test preparation and evaluation, and with special projects as designed by departmental needs.

Job Title: Teaching Assistant II (Graduate)

Job Code: 62030

Job Definition: Includes duties of the above, plus additional responsibility. Complex nature of the work at this level requires graduate standing. May also be involved in actual teaching duties.

Job Title: Telephone Solicitor

Job Code: 60140

Job Definition: Under general supervision, contact alumni and friends of the university to solicit funds, gifts and/or services. Responsible for verifying information and completing report forms on calls made and the results obtained.

Job Title: TV Operator

Job Code: 73547

Job Definition: Under specific direction, set up, operate and monitor television equipment and systems in the classroom or studio. May operate video camera.

Job Title: Theatre Assistant

Job Code: 60600

Job Definition:

Job Title: Ticket Seller / Taker

Job Code: 60610

Job Definition: Sell or take tickets at athletic or any special events. Must be able to make change and communicate with the public.

Job Title: Tutor

Job Code: 62010

Job Definition: Under general supervision, tutor on a one-to-one basis or in a small group setting. May provide review sessions for small groups.

Job Title: University Scholar

Job Code: 63000

Job Definition: A special classification for university scholars. Students in this classification work closely with professors performing tasks appropriate to their academic excellence. Tasks include, but are not limited to: tutoring and assisting professors in research activities. Because these are undergraduate assistantships, the student should be engaged in work that enhances their chosen academic field.

Job Title: Usher

Job Code: 60620

Job Definition: Pass out programs and attendance slips. May seat people.

*** Definitions for the Department of Theatre positions are available in the Student Employment Office.**