

Student Assistant – Bookstore/Warehouse

Duties:

- Restocks shelves
- Assists students with questions
- Handles purchasing and returns at registers
- Helps with various warehouse and customer service related duties and food service when needed

Preferred Qualifications: Prior retail/customer service experience.

Hours: Flexible shifts up to 19 hours per week.

Student Assistant - Help Desk/Computer Labs

Duties:

- Assists students with questions pertaining to the computers, printers, software in the lab, and homework assigned.
- Maintains printers, such as changing toner cartridges, adding paper, and resolving printer jams.
- Informs IT Service Desk Manager when supplies are needed.
- Monitors students' desktop activity through software monitoring and report inappropriate behavior as per SCC Computer Conduct Policy.
- Creates Help Desk tickets for software/hardware problems in lab.
- Keeps lab organized and neat (cleaning off keyboards, mice, keeping chairs pushed in, and making sure no food or drink are allowed at computer).
- Assists with administrative tasks as needed.
- Student workers may be cross-trained to work at the Help Desk and assist students, faculty, and staff with technology issues.
- Students working at the Help Desk will receive additional training in basic IT skills.

Qualifications: Microsoft Applications class credit or equivalent work experience using MS Office. Highly motivated to learn and help others. The ability to work independently.

Preferred Qualifications: Other software classes or experience, such as CAD, QuickBooks, and Adobe Creative Suite. Customer service experience is helpful.

Hours: Monday – Thursday from 7:30 AM to 9:00 PM. Fridays from 7:30 AM to 4:30 PM. Saturdays from 9:00 AM to 3:00 PM. Flexible shifts up to 19 hours per week.

Student Assistant - Information Technology

Duties:

- Oversees the open lab available to IT students during specified hours.
- Maintains security of all of the equipment in the room to prevent theft or damage.
- Checks students in and out of the lab.
- Assists students working on labs to the extent that you are able.

Qualifications: Preference will be given to students currently enrolled in IT classes and to those students who are more advanced in the program. A basic understanding of how the equipment (routers and switches) is configured is important.

Hours: Fridays from 5:00 to 9:00 PM and/or Saturdays 9:00 AM – 5:00 PM. Flexible schedules; 4-8 hours per week.

Student Assistant - Music

Duties:

- Assists in watching over music lab and classroom spaces when students need access to the equipment and technology in those rooms.
- Responsible for helping move instruments, risers, shells, pianos, and other needed equipment on campus.
- May work backstage for musical productions or in the booth for tech needs.
- May assist with maintenance of the music library and storage rooms in FAB.
- May assist with additional departmental needs as they arise.

Qualifications: Must be a current SCC student. Music majors are preferred but not required. Some heavy lifting may be required.

Hours: Variable; 5-10 hours per week.