



**WE'RE HIRING**

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### **Student Assistant - Help Desk/Computer Labs**

**Department:** Technology

**Office Location:** LRC 146

**Supervisor:** Sam Imperiale

**Phone Number:** 636-922-8378

#### **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 – Anatomy & Physiology Labs**

**Department:** Science

**Office Location:** ADM 2442

**Supervisor:** Tracy Powers

**Phone Number:** 636-922-8435

#### **Duties:**

- Assist students during the Anatomy & Physiology open lab hours.
- Monitor the A&P open tutoring lab hours.
- Assist with A&P lab models and dissection specimens.
- Help students find the models they need and answer student questions.

**Preferred Qualifications:** Students who have completed the A&P I and II series are preferred.

**Hours:** 10-15 per week. Schedule will be flexible depending on student's class schedule. It would be preferable for the student to have some day and some afternoon/evening availability.

### **Student Assistant - Bookstore**

**Department:** Bookstore

**Office Location:** SC

**Supervisor:** Dan Granzow

**Phone Number:** 636-922-8426

**Duties:**

- Processes payments by totaling purchases, processing checks, cash, and credit cards.
- Assists with inventory, including receiving, and stocking merchandise.
- Greets and receives customers in a welcoming manner.
- Assists students with questions pertaining to textbooks and merchandise within the store.
- Assists with administrative tasks as needed.
- Manage returns of merchandise and textbooks.
- Student workers may be cross-trained to work at registers and customer service.

**Qualifications:** Ability to work both independently and with a team.

**Preferred Qualifications:** Prior retail or customer service experience. Microsoft Office experience is a plus.

**Hours:** Monday - Thursday from 7:30 AM to 7:00 PM. Fridays from 7:30 AM to 4:30 PM. Occasional Saturdays from 8:00 AM to 12:00 PM. Flexible shifts up to 19 hours per week.

### **Student Assistant – Food Service**

**Department:** Food Service

**Office Location:** SC

**Supervisor:** Laura Grant

**Phone Number:** 636-922-8391

**Duties:**

- Greets and receives customers in a welcoming manner. Provides excellent customer service.
- Prepares coffee shop beverages consistently for all customers by adhering to all recipe and presentation standards. Follows health, safety and sanitation guidelines for all products.
- Follows specific operational policies and procedures, including those for cash handling and safety and security, within the coffee shop operation.
- Assists with other tasks as needed.
- Student workers will be trained to work at registers.

**Qualifications:** Ability to work both independently and with a team.

**Preferred Qualifications:** Prior food service or retail experience.

**Hours:** Variable; 10-15 hours per week.

### **Student Assistant – Music**

**Department:** Music

**Office Location:** FAB 115

**Supervisor:** Becky Thorn

**Phone Number:** 636-922-8399

**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.

### **Student Assistant – Theatre**

**Department:** Theatre

**Office Location:** FAB 108A

**Supervisor:** Amy Scheers

**Phone Number:** 636-922-8721

**Duties:** Essential duties and responsibilities include the following. Other duties may be assigned.

- Assists in the safe construction of program sets for Center Stage Theatre productions.
- Assists with the usage of theatre facilities by inside and outside groups.
- Assists with the technical aspects of productions of campus and incoming performances, conferences, and meetings.
- Assists with operation and maintenance of stage lighting and sound system.
- Assists with operation and maintenance of scene shop, props, costumes, dressing room areas, and equipment.
- Works with volunteers to operate specified theatre equipment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Assists with theatre tours.
- Ability to speak professionally and effectively before groups of customers or employees of organization.

**Hours:** Variable schedule

### **Student Assistant - Computer Science**

**Department:** Computer Science

**Office Location:** ACE Center

**Supervisor:** Darren Osburn

**Phone Number:** 636-922-8564

#### **Duties:**

- Should be able to assist any student through Python, Programming Logic, Java, C++, and VB.NET courses.
- Should be able to help students with questions with databases, HTML/web development, networking, and cyber security.
- Must be proficient in using all four tools in MS Office.
- Other duties may include helping students with study skills, technology, and time management.
- Must be able to work independently and as a team member. Commitment to work schedule is crucial.

**Qualifications:** Any prospective tutor must be a currently enrolled SCC student. Computer Science tutors must have taken Python, Programming Logic, and at least one higher level programming class at SCC and received a grade of "B" or better. They must attend a mandatory orientation and training sessions.

**Hours:** Variable hours, flexible schedule

### **Student Assistant – International Student Services**

**Department:** International Student Services

**Office Location:** CC 102

**Supervisor:** Virginia Guneyli

**Phone Number:** 636-922-8617

#### **Duties:**

- Assist the International Student Specialist and Director of International Student Services with event planning and marketing
- Provide partners, student applicants, and others with campus tours
- Assist the International Student Specialist and Director of International Student Services with marketing the College in social media, the College website, and at events on- and off-campus
- Publicize ISS activities to students across campus and to other student organizations

**Qualifications:** Must be a current SCC student.

**Hours:** Variable schedule