



Community Service Program

Agency Information & Position Descriptions

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Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Aggie Mentor	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	13.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	Bryan High Rudder High Bryan Collegiate High School Bryan, Texas
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>The Aggie Mentor position will promote mentoring and tutoring to high school students to prepare them to carry out the student’s educational dreams through a college, university or technical school. The mentor will inform high school students and parents about college options, financial aid, scholarships and other activities within the college and career preparation room.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Help assist teachers by tutoring students while in class. - Guide students through career exploration process. - Assist students in exploring college options. - Use college application checklist with Seniors to guide them through application process. - Guide students through Apply Texas application as well as college essays. - Assist in SAT/ACT preparation and registration and fee waivers. - Help with researching and applying for scholarships, financial aid, FAFSA/TAFA. - Be willing to share your skills, knowledge, and personal experiences for student success. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Must provide your own transportation.
- Students must have a desire to work with high school students.
- Must have a great work ethic and professionalism.
- Willing to initiate conversations with students.
- Able to work independently or within a group.
- Prefer experience in Tutoring and Mentoring.
- Students must complete a criminal background check including fingerprinting.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Work with others to support a shared purpose or goal.
- Communicate effectively in a professional setting.
- Articulate thoughts clearly and effectively in oral form.
- Demonstrate the ability to assist others with the using of a variety of tools and resources.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Campus Supervisory Organization:		Job Family:	Leave Blank
Business Title:		Job Profile for Job Family:	Leave Blank
Job Profile Title:		Worker Type:	Employee
Starting Hourly Wage:		Time Type:	Part Time
Time Type:	Part Time	Campus Location:	
Worker Sub Type:	Student Worker	Physical Location:	
SECTION TWO (to be completed for both business processes)			
Hiring Restrictions Tab			
Job Description Summary:			

SECTION TWO (to be completed for both business processes)

Hiring Restrictions Tab

**ROLES AND
RESPONSIBILITIES:**

SECTION TWO (to be completed for both business processes)

Hiring Restrictions Tab

**GENERAL
QUALIFICATIONS:**

SECTION TWO (to be completed for both business processes)

Hiring Restrictions Tab

LEARNING OUTCOMES:



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Gallery Attendant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	9.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	4180 State Highway 6 South College Station, TX 77845
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>Gallery Attendants are the face of The Arts Council's regional visitor and arts center facility. They will welcome visitors, provide information visitor center and arts-related activity information to guests, provide tours of the facility and engage with the guests about the art, manage point of sale operations for art purchases, answer general-inquiry calls and emails and route messages, and assist with special events that may occur in the building. They will also be helping in organizing and creating digital files, assisting with marketing and other publication materials and scheduling appointments.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Proactively greet and assist visitors and provide detailed and accurate information, directions, and/or history about The Arts Council and its affiliates' offerings, opportunities, and programming - Respond to visitor, staff, board, and customer inquiries via the phone, in person, written correspondence, and e-mail in a courteous and professional manner - Assist with general administration duties including answering phones, filing, data entry, inventory control of marketing materials, mailings, and running errands. - Help to maintain a safe, clean and welcoming facility - Manage all gallery sales and transactions through the point of sale system - Assist with gallery set up and special event set-up and tear-down as needed - Review affiliate websites & social media to proactively compile information on affiliate offerings - Update ACBV website and social media as needed - Scheduling affiliates for radio interviews or other events - Scheduling weekly cleaning - Email affiliates about Art Spots 		

	<ul style="list-style-type: none"> -Organize and create digital files on drive -Work with other team members to develop marketing and other publication materials -Perform other duties as assigned
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SECTION FOUR

Hiring Restrictions Tab

GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Must be friendly and hospitality-oriented - Able to provide exceptional service and engage customers in conversations - Able to communicate effectively and professionally - Highly motivated and positive attitude - Able to work independently - Occasional evening and weekend work may be required
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SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:	<ul style="list-style-type: none"> - Communicate effectively in a professional setting - Demonstrate ability to interact respectfully with all people - Maintain and manage a variety of different tools and resources
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Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Administrative Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	\$10.50; \$12.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	900 W William Joel Bryan Pkwy, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Boys & Girls Club - Bryan & Caldwell Administrative Assistant position will assist in planning, directing, promoting and implementing educational and recreational activities for program members.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Help analyzes reports. - Actively learn by doing day to day experiences. - Help develop new skill sets. - Assist and maintain proper care, upkeep and operation of equipment used in service and program areas. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Must provide your own transportation. - Able to use Microsoft Products. - Able to use a copier, fax, scanner functions on the printer. - Able to use a business telephone and other office equipment. - Possess good communication skills with full-time staff. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Write and/or edit business communication materials.
- Demonstrate the ability to organize, prioritize, and delegate work for short periods of time.
- Work with others to support a shared purpose or goal in daily work experience.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Front Desk Office Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	\$10.50; \$12.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	900 W William Joel Bryan Pkwy, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Boys & Girls Club - Bryan & Caldwell Front Desk Office Assistant position will provide customer service to all guests and staff who come into the club. They will help input new membership information into the database and maintain it.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Help analyzes reports. - Actively learn by doing day to day experiences. - Help develop new skill sets. - Assist and maintain proper care, upkeep and operation of equipment used in service and program areas. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Must provide your own transportation. - Able to use Microsoft Products. - Able to use a copier, fax, scanner functions on the printer. - Able to use a business telephone and other office equipment. - Possess good communication skills with full-time staff. - Great customer service skills. 		
SECTION FIVE			
Hiring Restrictions Tab			
LEARNING OUTCOMES:	<ul style="list-style-type: none"> - Communicate effectively in a professional setting. - Demonstrate the ability to organize, prioritize, and delegate work for short periods of time. - Work with others to support a shared purpose or goal in daily work experience. 		



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Youth Development Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.50, 12.50 \$10.50, \$12.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	900 W William Joel Bryan Pkwy, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Boys & Girls Club - Bryan & Caldwell Youth Development Assistant position will assist in planning, directing, and implementing educational and recreational activities for program members.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Works with the youth that attend the club on a daily basis by providing activities for the youth to do. The activities can be educational, physical, mental/emotional and social in nature. - Assist and maintain proper care, upkeep and operation of equipment used in service and program areas. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Must provide your own transportation. - Enjoy working with youth. - Able to motivate, encourage and teach the youth. - Possess good communication skills with full-time staff. - Great customer service skills. 		
SECTION FIVE			
Hiring Restrictions Tab			
LEARNING OUTCOMES:	<ul style="list-style-type: none"> - Communicate effectively in a professional setting. - Demonstrate the ability to assist others with the using of a variety of tools and resources. - Work with others to support a shared purpose or goal in daily work experience. 		



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Human Resource Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	200 S. Texas Ave. Suite 206 Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Brazos County Human Resource Assistant position will assist with performing general human resource responsibilities under the Assistant Human Resource Director. The assistant will help with programs, prepare packets, type documents and compile reports.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Provide support in variety of administrative and operational staff functions. - Assist in collection and entry of data in support of HR department's services, activities and programs. - Communicate with general public and other county employees in support of the county's commitment to customer service excellence, continuous improvement, teamwork and collaboration. - Complete special projects and other duties as assigned. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Must provide your own transportation.
- Excellent written and verbal skills
- Excellent customer service
- Strong organizational skills with the ability to multi-task
- Proficiency in Microsoft Suite preferred
- Mandatory criminal history background check must be completed.
- Ability to work at least one academic year preferred.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Accept and learn from criticism.
- Communicate effectively in a professional setting.
- Plan, organize, and prioritize work in a timely nature.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Justice of the Peace #1 Student Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study- Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	12845 FM 2154 #180, College Station, TX 77845
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Brazos County Student Assistant position will assist with performing general office duties under the Justice of the Peace. The assistant will provide support in variety of administrative and operational staff functions.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assist with programs, prepare and type documents and compile reports. - Communicate with general public and other county employees in support of the county's commitment to customer service excellence, continuous improvement, teamwork and collaboration. - Complete special projects and other duties as assigned. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Must provide your own transportation. - Excellent written and verbal skills - Excellent customer service - Strong organizational skills with the ability to multi-task - Proficiency in Microsoft Suite preferred - Mandatory criminal history background check must be completed. - Ability to work at least one academic year preferred. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Formulate a plan of personal goals for continued professional growth.
- Communicate effectively in a professional setting.
- Listen actively and critically.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Justice of the Peace #4 Student Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	300 E 26th St #460, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Brazos County Student Assistant position will assist with performing general office duties under the Justice of the Peace. The assistant will provide support in variety of administrative and operational staff functions.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assist with programs, prepare and type documents and compile reports. - Communicate with general public and other county employees in support of the county's commitment to customer service excellence, continuous improvement, teamwork and collaboration. - Complete special projects and other duties as assigned. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Must provide your own transportation. - Excellent written and verbal skills - Excellent customer service - Strong organizational skills with the ability to multi-task - Proficiency in Microsoft Suite preferred - Mandatory criminal history background check must be completed. - Ability to work at least one academic year preferred. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Formulate a plan of personal goals for continued professional growth.
- Communicate effectively in a professional setting.
- Listen actively and critically.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Network Student Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	205 E 27 th St., Bryan, TX, 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Brazos County Student Assistant position will assist with deployment of software, system updates and security patches to county staff desktops. The assistant will help troubleshoot problems within the hardware, software and computer networks.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Responds to service request incidents and technical support requests from County end users - Assists with troubleshooting and technical support of County information systems - Assists with administration of Active Directory - Supports the IT team in maintaining updates and patches to software, hardware, and other systems 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Must provide your own transportation. - Applicants should be dependable, capable of using computers, able to work within an office setting, and provide excellent customer services and communication skills. - Interests or experience in the Information Technology field (hardware and software) is preferred. - Knowledge of Microsoft Office, Microsoft operating systems and/or Active Directory is welcomed. - Required training will be provided on-the-job by the supervisor and network administrators. - Mandatory criminal history background check must be completed and approved before a student can be hired. - Understand administrative procedures, staff functions, and protocol will be explained accordingly. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Articulate thoughts clearly and effectively in written and oral form.
- Maintain and manage a variety of different tools and resources.
- Work with others to support a shared purpose or goal in daily work experience.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Sheriff's Office Intern	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1700 TX-21, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>The Brazos County Sheriff's Office Intern position is designed to provide collegiate-level students with an external experience in the field of law enforcement administration and operations. The position will provide the student with the opportunity to gain better understanding of law enforcement fundamentals, as well as foundational administrative and management proficiency, through a process of completing assigned projects, field observations, and mentoring by professional staff.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> -Research, analyze, and edit agency policy to maintain compliance with state law. -Plan with leadership to strategize and execute specific projects at the administrative level. -Collaborate with members of other agencies to seamlessly provide desired outcomes. -Create visual and literary aids to support grant proposal presentations. -Facilitate the recruitment process, such as evaluating the efficiency of employee application systems. -Exposure to government functions and practice in presenting and developing ideas. -Direct interaction and mentorship from upper-level public servants. -First-hand knowledge of the interactions between local government agencies. -Participate in cutting edge law enforcement training programs. -Operate computers, including word processing software. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Must provide your own transportation.
- Possess intermediate level computer skills in the use of Word processing, spreadsheets and data entry, as well as the ability to quickly learn software related to department functions.
- Complete work with a strong attention to detail; multi-task and work effectively under time constraints.
- Deal effectively and courteously with associates and the general public.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Demonstrate the ability to organize, prioritize, and delegate work.
- Maintain and manage a variety of different tools and resources.
- Communicate effectively in a professional setting.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Sheriff's Office Social Media Intern	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1700 TX-21, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>The Brazos County Sheriff's Office Intern position is designed to provide collegiate-level students with an external experience in the field of law enforcement administration and operations. The position will provide the student with the opportunity to gain better understanding of law enforcement fundamentals, as well as foundational administrative and management proficiency, through a process of completing assigned projects, field observations, and mentoring by professional staff.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> -Plan with leadership to strategize and execute specific projects at the administrative level. -Work with agency Public Information Officer to create social media content for agency. -Research, analyze, and edit agency social media to bring more visibility to the agency. -Create visual and literary aids to support agency recruiting efforts. -Collaborate with members of other agencies to seamlessly provide desired outcomes. -Exposure to government functions and practice in presenting and developing ideas. -Direct interaction and mentorship from upper-level public servants. -First-hand knowledge of the interactions between local government agencies. -Participate in cutting edge law enforcement training programs. -Operate computers, including word processing and video editing software. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Enrollment in a journalism or video production type program is preferred.
- Must provide your own transportation.
- Possess intermediate level computer skills in the use of Word processing, spreadsheets and data entry, as well as the ability to operate video editing software related to department functions.
- Complete work with a strong attention to detail; multi-task and work effectively under time constraints.
- Deal effectively and courteously with associates and the general public.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Demonstrate the ability to organize, prioritize, and delegate work.
- Maintain and manage a variety of different tools and resources.
- Communicate effectively in a professional setting.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Assembly Coordinator Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1501 Independence Ave, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Brazos Valley Food Bank Assembly Coordinator Assistant will assist the Assembly Coordinator in the coordination of volunteer, community service workers and non-hired help activities. The assistant will help train and supervisor these workers.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<p>TRAINING VOLUNTEERS</p> <ul style="list-style-type: none"> - Ensuring food and warehouse safety guidelines are followed at all times - Delegating volunteer tasks to groups and individuals - Communicating the mission of BVFB and explanation of programs to volunteers <p>QUALITY CONTROL</p> <ul style="list-style-type: none"> - Oversee quality controlling of volunteer activities, completing the necessary forms - Train volunteers throughout their shift to ensure product is at the best quality possible - Check for "Best By" or "Expiration" dates on assembled items - Track the quantity of cases for assemblies for inventory purposes - Track and communicate important recalls <p>OPERATE VOLUNTEER EQUIPMENT (training provided)</p> <ul style="list-style-type: none"> - Pallet jacks (electric & manual) - Pallet wrap 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Must provide your own transportation.
- Able to lift 50 lbs.
- Basic math and computer skills.
- Good customer service skills and initiative required.
- Comfortable speaking in front of large volunteer groups.
- Be willing to complete provided training on Civil Rights and Food Safety.
- Able to be on his/her feet a lot and have an overall positive attitude.
- Must be willing to operate pallet jacks and a cardboard baler (training provided).

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Demonstrate the ability to organize, prioritize, and delegate work in a team environment.
- Communicate effectively in a professional setting.
- Understand how a non-profit businesses works.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Warehouse Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1501 Independence Ave, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Brazos Valley Food Bank Warehouse Assistant will learn and implement warehouse operations, data entry, reporting, compliance and food safety.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Physical receiving processes, including verification and storage of inbound material - Compile plan for distribution of nutritionally whole orders for drop/pantry locations - Inspection and implementation of food integrity guidelines - Follow Standard Operating Procedures of affiliated programs/agencies - Inputting food donations (Primarius Inventory Software) - Receiving per-receipts from partner agency Retail Pick-up activities - Input Food Drop/Food Special events statistics - Input food donor information - Keep electronic food logs up to date (address changes, etc.) - Input weight of donated product from retailers such as HEB, Wal-Mart, Kroger, Target, Starbucks and Little Caesars. - Preparing daily inventory count sheets, providing to Warehouse Coordinator and comparing counts to inventory. - Running end of the month and quarterly reports required by the Houston Food Bank/other donors/funders - Quality control monitoring and FIFO implementation - Act as receptionist in absence of the Greeter - Develop filing system for equipment agreements, leases, warranty information, etc. - Monthly assistance with food inventory and print pallet tags for product received - Attend quarterly staff meetings - Required to attend all the CSP Student Development Trainings. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Must provide your own transportation.
- Able to lift 50 lbs.
- Basic math and computer skills.
- Good customer service skills and initiative required.
- Able to be on his/her feet a lot and work in the elements (warehouse does not have heat or AC).

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Demonstrate the ability to organize, prioritize, and delegate work in a team environment.
- Communicate effectively in a professional setting.
- Understand how a non-profit businesses works.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Warehouse Technician	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	12.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1501 Independence Ave, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Brazos Valley Food Bank Warehouse Assistant will learn and implement warehouse operations, data entry, reporting, compliance and food safety.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Physical receiving processes, including verification and storage of inbound material - Compile plan for distribution of nutritionally whole orders for drop/pantry locations - Inspection and implementation of food integrity guidelines - Follow Standard Operating Procedures of affiliated programs/agencies - Inputting food donations (Primarius Inventory Software) - Receiving per-receipts from partner agency Retail Pick-up activities - Input Food Drop/Food Special events statistics - Input food donor information - Keep electronic food logs up to date (address changes, etc.) - Input weight of donated product from retailers such as HEB, Wal-Mart, Kroger, Target, Starbucks and Little Caesars. - Preparing daily inventory count sheets, providing to Warehouse Coordinator and comparing counts to inventory. - Running end of the month and quarterly reports required by the Houston Food Bank/other donors/funders - Quality control monitoring and FIFO implementation - Act as receptionist in absence of the Greeter - Develop filing system for equipment agreements, leases, warranty information, etc. - Monthly assistance with food inventory and print pallet tags for product received - Attend quarterly staff meetings - Required to attend all the CSP Student Development Trainings. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Experienced in Warehousing Barcode Setup Process
- Attention to detail in process development, implementation parameters, and project updates.
- Must provide your own transportation.
- Able to lift 50 lbs.
- Basic math and computer skills.
- Good customer service skills and initiative required.
- Able to be on his/her feet a lot and work in the different temperatures.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Demonstrate the ability to organize, prioritize, and delegate work in a team environment.
- Communicate effectively in a professional setting.
- Understand how a non-profit businesses works.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Avid Tutor Program	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	\$15.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	M-F, 8:00 am – 4:00 pm Shifts will vary	Physical Location:	Davila MS, SFA MS, Bryan Collegiate, Rudder, Bryan High
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>To serve as a college role model for our students by inspiring college attendance and modeling habits of mind, fostering positive study habits and college motivation. Advancement Via Individual Determination (AVID) is an educational program for middle and high school students that supports student preparation for college through an academic elective course that teaches necessary learning skills, reinforces the academic core, and encourages rigorous student course-taking. AVID Tutors are distinguished from other Tutors and Instructional Aides/Assistants in that AVID Tutors are trained in using AVID strategies to enhance the academic performance of targeted middle school students and serve as role models and mentors. Tutors use Socratic questioning and collaborative learning techniques to help the students come up with the answers to their questions on their own and by working with fellow students.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<p>Under the direct supervision of the AVID coordinator, tutors perform the following tasks:</p> <ul style="list-style-type: none"> Become familiar with the 10-Step AVID Tutorial process. Participate in all required training, professional development sessions, and meetings. Become familiar with the textbooks and materials used by AVID students. Establish and maintain rapport with students. Tutor students in small study groups or individually, assisting them in all subject areas based on the class and text notes they have collected in their AVID binders. Determine from student notes and discussions the concepts that need to be taught or re-taught. Facilitate student learning in a challenging yet supportive tutoring environment. 		

	<ul style="list-style-type: none"> • Evaluate student binders, including calendars, class and text notes, book notes, etc. • Assist in developing a resource file of enrichment materials for use in tutorial sessions.
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SECTION FOUR

Hiring Restrictions Tab

<p>GENERAL QUALIFICATIONS:</p>	<ul style="list-style-type: none"> • Motivated and organized. • Demonstrated responsibility and reliability. • Comfortable working with a diverse student population. • A desire to make a difference in the lives of students. • College tutors will be trained with strategies to utilize in the classroom while tutoring, and will receive ongoing feedback and assistance with implementing classroom resources. • Effective communication skills with students and adults. • Provide positive support for students in individual and small group settings. • Relate to students with multicultural backgrounds. • Establish and maintain effective relationships with persons contacted in the course of work.
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SECTION FIVE

Hiring Restrictions Tab

<p>LEARNING OUTCOMES:</p>	<p>Work with others to support a shared purpose or goal Use interpersonal skills to coach and develop others Demonstrate intellectual curiosity Demonstrate the ability to interact respectfully with all people Understand and demonstrate sensitivities to individuals and their differences Articulate the value of a diverse and global perspective</p>
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Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-0000	Job Family:	Student Worker Work Study
Business Title:	HB 4545 Tutor	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	\$15.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	Varied hours between 8:00-5:00. Possible tutoring opportunities on Saturdays	Physical Location:	Bryan ISD 801 S. Ennis Bryan, TX 77808

SECTION TWO	
Hiring Restrictions Tab	
Job Description Summary:	Bryan ISD Tutoring for the 4545 program – House Bill 4545 requires tutoring in core content areas for the most at-risk students. Tutoring is needed in the areas of ELA, math, science, and social studies. Tutoring can take place before/after school, during intervention time, or on Saturdays.

SECTION THREE	
Hiring Restrictions Tab	
ROLES AND RESPONSIBILITIES:	<p>Tutoring students in small groups or individually.</p> <p>Under the direct supervision of campus administration, tutors perform the following tasks:</p> <ul style="list-style-type: none"> ▪ Establish and maintain rapport with students. ▪ Tutor students in small study groups or individually ▪ Facilitate student learning in a challenging yet supportive tutoring environment. ▪ Assist in developing a resource file of enrichment materials for tutorial sessions.

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Content knowledge of middle school and high school courses
- Computer literate
- Good communication skills
- Problem-Solving
- Personable
- Motivated and organized.
- Demonstrated responsibility and reliability.
- Comfortable working with a diverse student population.
- A desire to make a difference in the lives of students.
- College tutors will be trained with strategies to utilize in the classroom while tutoring and will receive ongoing feedback and assistance with implementing classroom resources.
- Effective communication skills with students and adults.
- Provide positive support for students in individual and small group settings.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Build relationships with diverse cultures, races, ages, and genders
- Leverage the strengths of others to accomplish their goals
- Learning personal accountability
- Problem-solving
- Articulate thoughts and ideas effectively



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Program Support Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	\$15.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	Varied hours between 8:00-5:00. Occasional evening or weekend hours for special events	Physical Location:	Bryan ISD 801 S. Ennis Bryan, TX 77808
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>Bryan ISD Program Support Assistant provides support for the AVID, GEAR UP, Project Hope, and Family Engagement programs.</p> <ul style="list-style-type: none"> AVID & GEAR UP – College & career readiness programs implemented to support all students, especially first-generation and low-income students, to succeed in their path to college. Project Hope – A Bryan ISD initiative that serves homeless students and their families. Family Engagement - A district program to engage and train parents to support their student’s academic success. <p>These programs are supervised by the Director of Advanced Academics and the Director of Counseling Services. Each program needs assistance with community outreach and parent communication.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<p>Support for each program includes the following:</p> <ul style="list-style-type: none"> Social Media posting and management Assist with newsletter management Website updates Creation of parent-friendly documents Assist with parent engagement events Create advertisements for events Partner with other community agencies as needed 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Computer literate
- Good communication skills
- Problem-Solving
- Personable
- Motivated and organized.
- Demonstrated responsibility and reliability.
- Comfortable working with a diverse population.
- A desire to make a difference in the lives of students and families.
- Effective communication skills with students and adults.
- Establish and maintain effective relationships with persons contacted in the course of work.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Build relationships with diverse cultures, races, ages, and genders
- Leverage the strengths of others to accomplish their goals
- Learning personal accountability
- Problem-solving
- Articulate thoughts and ideas effectively



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)

Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Educational Program Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community or Study	Worker Type:	Student Worker
Starting Hourly Wage:	\$10.00 10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	20	Physical Location:	4114 Lake Atlas Drive Bryan, Texas 77807

SECTION TWO

Hiring Restrictions Tab

Job Description Summary:	<p>The Children's Museum of the Brazos Valley our mission is to provide a child- centered, hands-on interactive environment for learning and discovery and we need talented passionate staff collaborating together to make this happen.</p> <p>CMBV is looking for team members who share our energy, enthusiasm, and purpose for fostering a safe and innovative environment for children to expand their creativity, curiosity and have a whole lot of fun!</p> <p>The EPA will engage guests of all abilities—and their caregivers—fostering a safe and innovative environment based upon museum exhibits. Additional responsibilities include: professionally curating experiences, creative positive customer relationships, maintaining, sanitizing and organizing exhibits, and operating the Welcome Desk.</p>
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SECTION THREE

Hiring Restrictions Tab

ROLES AND RESPONSIBILITIES:	<p>Essential Functions:</p> <p>EPA's are the front line of contact with guests and promote a curated, educational and enjoyable environment to foster innovation, creativity and play. EPA's responsibilities, include, but are not limited to:</p> <p><u>Education:</u></p> <ul style="list-style-type: none"> Facilitate caregiver/child interactions throughout museum fostering creativity and learning through play, Accurately curative exhibits through actively engaging with guest and caregivers, Interact with museum Guests to ensure an educational and delightful experience. Encourage the exploration of exhibits in new and meaningful ways.
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	<ul style="list-style-type: none"> ● Oversee and implement daily programming, including STEAM projects, literacy activities, health and fitness activities, arts and crafts, etc. ● Collaborate with museum staff to stay abreast of museum activities and operations. <p><u>Customer Relations:</u></p> <ul style="list-style-type: none"> ● Contribute to a safe, positive, and fun work atmosphere, prioritizing decisions in order of safety, courtesy, area cleanliness, and efficiency. ● Greet all CMBV Guests in a positive and professional manner, ● Learns and utilizes CMBV shared language , ● Staff CMBV front desk, selling general admission tickets, special event tickets, and memberships, and associated cash handling duties. ● Administers a series of opening and closing procedures to ensure the building is show-ready. ● Adheres to a rotation through multiple positions throughout the facility ● Ensures all exhibit elements are working correctly, troubleshoots as necessary, and reports malfunctions and maintenance issues.
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SECTION FOUR

Hiring Restrictions Tab

<p>GENERAL QUALIFICATIONS:</p>	<p>To perform the job successfully, an individual should demonstrate the following:</p> <ul style="list-style-type: none"> ● Teamwork - Balances team and individual responsibilities ● Attention to Detail & Adaptability – Self-motivated and manages competing demands; ● Ability to work in a complex organization, working with all museum team members while demonstrating flexibility and willingness to negotiate and compromise ● Problem Solving, & Organizational Skills - Gathers and analyzes information skillfully and can efficiently execute on multiple priorities/plans/ideas; Ability to meet critical objectives while considering the impact of those decisions and activities on the ability to achieve long-term goals. ● Hospitable & Interpersonal Skills: Courteous Professional Attitude, able to keep emotions under controls, remain calm and focused when engaging with clients and first aid ● Child-Friendly: Enjoys engaging with a wide range of children in an appropriate manner ● Enthusiastic: Participates in museum actives with enthusiasm creating an energetic environment ● Computer Proficient: Able to learn Point-of-Sales System and operate supporting software. ● First Aid certified within the first 30 days of employment <p><u>Physical Demands:</u></p> <p>The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ● Flexible working hours; requires working weekends, days, and evenings.
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	<ul style="list-style-type: none"> ● Variable exposure to noise, weather, and elements. ● Constant working with the public and employees ● Ability to lift up to 25 lbs. ● Ability to bend and retrieve items from the floor ● Ability to perform essential First Aid procedures
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SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:	<ol style="list-style-type: none"> 1. Use interpersonal skills to coach and develop others, particularly children and caregivers 2. Demonstrate the ability to organize, prioritize, and delegate work in a complex environment in order of safety, courtesy, area cleanliness, and efficiency. 3. Demonstrate intellectual curiosity and foster an environment that promotes curiosity 4. Plan, organize, and prioritize work
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Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Accounting Clerk	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	City of Bryan - City Hall - 300 S. Texas Ave, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>The mission of the Fiscal Services Department is to ensure financial accountability, to effectively manage the City's assets, to provide appropriate financial information for the evaluation of the City's activities, and to support all departments within the City of Bryan by providing cost-effective procurement of goods and services at the best value to the tax-payers of Bryan. The account clerk will perform a variety of clerical and administrative responsibilities in the Fiscal Services Department.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Performs scanning of financial documents for record retention purposes. - Performs other general clerical duties to include, but not limited to preparing deposits, receives and recording payments in accounting software, issuing receipts for payments, copying, faxing, mailing and filing. - Responds to telephone, email or in-person inquiries for the Fiscal Services Department from citizens, City staff, other agencies and the general public. - Composes, prepares and reviews a variety of memorandums, correspondence, reports, forms and other documents as assigned. - Performs related duties as required. - Responds regularly and promptly to work. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Operate a variety of office equipment and machinery.
- Perform a variety of clerical work including composing correspondence, data entry, scanning, filing, record keeping and compiling simple reports.
- Maintain confidentiality of sensitive information.
- Prioritize multiple tasks, projects and demands and meet established deadlines.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Comply with all City and departmental policies and procedures and meet attendance and punctuality guidelines.
- Good written and verbal communications skills.
- Strong public contact and customer service skills.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Work with others to support a shared purpose or goal.
- Communicate effectively in a professional setting.
- Articulate thoughts clearly and effectively in oral form.
- Demonstrate the ability to assist others with the using of a variety of tools and resources.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Administrative/Clerical Student Worker	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	City of Bryan - Fleet Services, 309 E. MLK, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>Our mission is to plan, direct, coordinate and manage an effective maintenance, procurement and replacement program for the City's fleet inventory within limits of the City's financial resources. We also provide advice and information on fleet requirements through a constant evaluation of fiscal resources, man-power, programs, facilities and equipment. The student worker will perform a variety of clerical and administrative responsibilities in the Fleet Services Department.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Code material, scan and file documents regularly. - Maintain files neatly and systematically so desired information can be located promptly by staff. - Become thoroughly familiar with and operate office machines including computer, printer, fax machine, Laserfiche, calculator, and copier/scanner. - Assist staff in organizing and scanning materials related to work orders, invoices, accident reports, etc. - Assist in closing work orders, scanning work orders, and filing to appropriate units. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Must be proficient in Microsoft Office and have basic administrative skills (i.e. tracking inventory, filing, answering phones, etc.)
- Knowledge of word processing, spreadsheet, and database applications.
- Multi-task and work cooperatively with others.
- Use spreadsheet and word processing applications (Microsoft Word/Excel/Outlook).
- Perform work based upon broad instructions and general supervision.
- Establish and maintain effective working relationships with other employees and the general public.
- Prioritize multiple tasks, projects and demands and meet established deadlines.
- Abide by City and department administrative directives, policies and procedures.
- Advanced skills in operating office equipment and machinery.
- Strong written and verbal communications skills.
- Strong public contact and customer service skills.
- Strong spelling, grammar and punctuation skills.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Work with others to support a shared purpose or goal.
- Communicate effectively in a professional setting.
- Articulate thoughts clearly and effectively in oral form.
- Demonstrate the ability to assist others with the using of a variety of tools and resources.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Animal Care Technician	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	2207 Finfeather Rd, Bryan, TX 77801
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The City of Bryan Animal Center Technician will assist in animal feeding, care, and facility cleaning. They will assist customers interested in adopting animals.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Receives, handles and kennels animals of all species, including those of unknown temperament, and aggressive, sick or injured animals. - Feeds, waters, bathes, dips and exercises animals. - Cleans and disinfects kennels and cages, including cleaning food bowls and litter pans, sweeping and using high-pressure water hose to clean floors and walls. - Maintains records and files of the animal shelter and the animals housed there; logs all incidents concerning animal control. - Assists in performing routine inspections of animals to monitor their physical condition and behavior. - Performs receiving, reclaim and animal care and adoption duties. - Assists in conducting general health checks, administering medicine and vaccinations. - Cleans, maintains and performs minor repairs in the animal shelter. - Restocks supplies in all animal areas; maintains adequate supplies, including food, cleaning and disinfectant supplies. - Maintains a safe and effective work environment and complies with all procedures, policies, rules, and regulations. - Assists other staff with their assignments, helps train new staff, and performs other related duties as assigned. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Must provide your own transportation.
- Able to lift 50 lbs.
- Student must have valid driver's license.
- Able to use all tools and equipment appropriate to job responsibilities.
- Utilize good public relations skills.
- Handle animals appropriately.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Demonstrate ability to follow safety regulations.
- Listen actively and critically.
- Communicate effectively in a professional setting.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Electrical Engineering Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	2200 Fountain Ave. Bryan, TX 77802
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The City of Bryan BTU Electrical Engineering Assistant will perform work in support of Transmission Engineering as related to improving reliability and maintenance of the Bryan College Station power grid.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assists Engineers in organizing and updating schematics (digitally and physically). - Assists Engineers in archiving technical records to improve reference efficiency. - Reads Technical Manuals and organizes technical reference material. - Performs some field investigations and assessments associated with updating programs and schematics. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - General understanding of basic electrical engineering power principles and theories. - Strong organizational, analytical and problem solving skills. - Strong verbal and written communication skills. Understand, comprehend, and perform tasks based on complex instructions. - Independently read and understand guides and manuals necessary to manipulate new software and associated tools. Read and understand prints and schematics. - Organize workload, establish priorities, work under pressure, and meet established deadlines. - Provide management with sound, positive advice and information concerning job tasks. - Establish and maintain positive and cooperative working relationships with all levels of BTU staff, contractors, consultants, and the general public. - Comply with all BTU policies and procedures and meet attendance and punctuality guidelines. - Be constantly alert and aware of the hazards involved and follow the safety practices and principles in reporting and preventing accidents. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Demonstrate the ability to follow engineering standards.
- Demonstrate the ability to perform inspections.
- Listen actively and critically.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Engineering Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	205 E. 28th Street Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The City of Bryan BTU Engineering Assistant will perform work in support of BTU's Engineering and System Planning Division related to improving BTU's electric distribution and transmission systems.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assists Engineers in modeling BTU's distribution system, analyzing outage records to determine locations for possible system improvements. - Under general supervision, assists BTU staff with scanning, filing and overseeing the record retention of easements, contracts, and engineering equipment documents. - Performs related duties as required. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - General understanding of basic electrical engineering power principles and theories. - Strong organizational, analytical and problem solving skills. - Strong verbal and written communication skills. - Understand, comprehend, and perform tasks based on complex instructions. - Independently read and comprehend guides and manuals necessary to manipulate engineering related software and associated tools. - Read and understand prints and schematics. - Organize workload, establish priorities, work under pressure, and meet established deadlines. - Establish and maintain positive and cooperative working relationships with all levels of BTU staff, contractors, consultants, and the general public. - Comply with all COB and BTU policies and procedures and meet attendance and punctuality guidelines. - Be constantly alert and aware of the hazards involved and follow the safety practices and 		

principles in reporting and preventing accidents.
-Prefer a college student taking sophomore or higher engineering courses.

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Demonstrate the ability to follow engineering standards.
- Demonstrate the ability to perform inspections.
- Listen actively and critically.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	GIS Student Analyst	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	630 Atkins St. Bryan, TX 77802
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The City of Bryan BTU GIS Student Analyst will assist in the creation, maintenance, collection and verification of GIS data for Bryan Texas Utilities.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Create maps to assist maintenance crews on location of infrastructure. - Coordinates the collection and entry of GPS data, field inventory, and equipment configuration and incorporates the data into the GIS. - Updates GIS maps to reflect location and configuration of existing infrastructure, including poles, transformers, pad mounted equipment, streetlights, etc. - Collaborates with other GIS users within the City of Bryan to maintain data integrity. - Provides technical support to other GIS users within the city. - Use all software, tool and equipment related to job responsibilities. - Prioritize multiple tasks, projects and demands and meet established deadlines. - Operate computer systems and peripheral equipment to produce drawings and maps. - Use GPS technology to record location of existing infrastructure and work outside for extended periods of time. - Collect field asset inventory and equipment data and translate to GIS. - Interpret and abide by City and department administrative directives, policies and procedures. - Provide management with sound, positive advice and information concerning incumbents area of responsibility. - GIS Student Analyst will work with FT Staff to create maps of infrastructure in the Brazos County. - They will coordinate and collect data for the maps. - They will use all GIS software, tool and equipment to make the maps. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Applicant must have knowledge and experience using software such as ArcMap, Autocad, Microstation, Microsoft Word, Outlook, Excel, and Access and other database tools as they relate to GIS systems.
- Must be a college student working toward a degree in GIS, Spatial Sciences, Geospatial Technology or related field of study.
- Strong personal computer skills using software such as: ArcMap, Autocad, Microstation, Microsoft Word, Outlook, Excel, and Access and other database tools.
- Physical demands include but are not limited to: Sitting, talking, hearing, seeing, standing, walking, driving, stooping, kneeling, reaching, pushing, pulling, twisting, bending; repetitive hand and arm motion, lifting and/or moving objects up to 50 pounds

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Show proficiency in current technologies.
- Maintain and manage a variety of different tools and resources.
- Demonstrate ability to follow regulations.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Community Development Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1803 Greenfield Plaza Bryan, TX 77802
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The City of Bryan Community Development Assistant will assist various housing assistance, public service and research programs in the City of Bryan.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<p>Review, collect, sort and/or check client and project data on:</p> <ul style="list-style-type: none"> - Housing assistance programs; public service agency programs; public facility projects; research in support of program efforts and program outreach. <p>Provide customer service, clerical and administrative support, record keeping, and filing for:</p> <ul style="list-style-type: none"> - Department managers, office co-workers, program clients, and citizens. <p>Is expected to:</p> <ul style="list-style-type: none"> - Be reliable, punctual, and provide excellent customer service; perform assigned tasks with accuracy provide status updates to supervisors; ask questions and provide project feedback to supervisors; dress appropriately for a professional office and exhibit dependability; function independently and as an integral member of a team and maintain confidentiality with client and program information. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:****Work Experience:**

- Administrative or office experience.
- Demonstrate knowledge of generally accepted office practices & procedures.
- Experience/familiarity with: census products, housing/real estate issues, and health and human service programs preferred.
- Experience working with management-level internal and external personnel.

Skills Required:

- Excellent organizational and follow-up skills; experience working in a highly detailed environment.
- Exceptional customer service and interpersonal effectiveness skills.
- Strong oral & written communication skills.
- Able to identify, research and analyze data including gathering information from multiple, varied sources.
- Able to prioritize numerous priorities and meet deadlines while maintaining professionalism.
- Able to function independently and as an integral member of a team.
- Demonstrate ability to maintain confidentiality.

Technical Requirements:

- Intermediate level proficiency in Microsoft Outlook, Word, Excel required.
- Intermediate level proficiency in PowerPoint preferred.
- Intermediate level proficiency in ArcGIS mapping applications helpful.
- This Community Service position is located off campus. Employee must provide own transportation.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Demonstrate the ability to organize, prioritize, and delegate work in a team environment.
- Maintain and manage a variety of different tools and resources.
- Communicate effectively in a professional setting.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Community Development Construction/Project Specialist	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1803 Greenfield Plaza Bryan, TX 77802
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>Assist City of Bryan Community Development Services (CDS) staff with delivery of program services of CDBG and HOME grant funded programs and related activities, including:</p> <ul style="list-style-type: none"> *Housing assistance programs (minor repair, down-payment assistance, rehabilitation/reconstruction). *Public service agency programs (health and social services). *Public facility projects (infrastructure - sidewalks, playgrounds, utilities, and/or facilities for non-profit agencies). *Research in support of program efforts (client data, census data, environmental review information, etc.). *Program outreach (public meetings, surveys, and marketing and special projects). <p>Additionally, assist with internal functions to provide programs such as file review and data preparation, data collection and analysis, customer service, clerical and administrative support, record keeping and filing.</p> <p>* This Community Service position is located off campus. Employee must provide own transportation.</p> <p>NOTE: All work must be "on-site" and performed in the CDS office and during regular business hours.</p>		

SECTION THREE

Hiring Restrictions Tab

ROLES AND RESPONSIBILITIES:

- Assist CDS staff with federal CDBG and HOME grant funded programs and related activities by:
- Gain understanding of grant funded affordable housing and public service agency programs.
 - Help ensure accurate file documentation to comply with municipal and federal requirements.
 - Perform research and data gathering in support of federal grant funded programs.
 - Prepare reports and supporting data on client and program accomplishments.
 - Perform quality checks on program files, spreadsheets, and reports.
 - Welcome clients, answer phones, and provide assistance to citizens calling or visiting.
 - In communications, customer service, and assigned task, be professional and courteous.
 - Help prepare and perform quality checks on program files, spreadsheets, and reports.

SECTION FOUR

Hiring Restrictions Tab

GENERAL QUALIFICATIONS:

Assist City of Bryan Community Development Services staff with delivery of program services of CDBG and HOME grant funded programs and related activities, including and with internal functions to provide programs such as file review and data preparation, data collection and analysis, customer service, clerical and administrative support, record keeping and filing.

Work Experience:

- Administrative assistant or office experience demonstrating knowledge of generally accepted office practices & procedures.
- Experience/familiarity with census products, residential housing issues, and health and human service agencies preferred.
- Experience working with management-level internal & external personnel.

Skills:

- Excellent organizational & follow-up skills; experience working in a highly detailed environment.
- Exceptional customer service and interpersonal effectiveness skills.
- Strong oral & written communication skills.
- Demonstrated ability to identify, research & analyze problems, including gathering information from multiple, varied sources.
- Ability to prioritize and balance numerous priorities & meet deadlines while maintaining utmost professionalism in a challenging fast paced environment.
- Ability to function independently & as an integral member of a team.
- Demonstrated ability to maintain confidentiality.

Technical Requirements:

- Intermediate level proficiency in Microsoft Outlook, Word, Excel.
- Intermediate level proficiency in PowerPoint preferred.

Physical Requirements:

- Must be able to lift up to 25 pounds.

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

Anticipated learning outcomes include, but are not limited to:

- Gained understanding of local government functions and non-profit agency operations.
- Familiarity with U.S. Census Bureau products and data sets.
- Increased customer service and interpersonal proficiency.
- Experience with federal grants, their uses, and regulatory requirements.
- Confidence working as an integral member of a professional office.
- Demonstrated ability to maintain confidentiality.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Engineering Intern	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1803 Greenfield Plaza Bryan, TX 77802
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The City of Bryan Engineering Intern will assist with inspecting civil engineering infrastructure in the City of Bryan.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Maintain a professional demeanor and collaborate with City employees. - Be punctual and work scheduled hours. Notify supervisors of absences in advance. - Take photographs and field notes, maintain Geographic Information System (GIS) records, review engineering documents, and/or perform other assigned duties. - Interns will report to the City of Bryan Municipal Office Building and be supervised by licensed Professional Engineers. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Satisfactory background and driving record check required. - Able to safely work outside within public property, rights-of-way, and/or easements. - Able to perform typical office work, including computer use. - Able to work independently, willing to learn, punctual, and effective at communicating. - Access to personal vehicle required for Drainage Intern, preferred for Traffic Intern. - Highly qualified GIS candidates may be considered for office-only Traffic Intern position. - Undergraduate Civil Engineering majors preferred. Minimum commitment of two back-to-back semesters preferred. - Experience with Microsoft Office products, ArcMap ArcGIS, AutoCAD, and/or MicroStation helpful. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Demonstrate the ability to follow engineering standards.
- Demonstrate the ability to perform inspections.
- Listen actively and critically.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Human Resource Clerk	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	300 S. Texas Avenue, Bryan, TX 77802
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The City of Bryan Human Resource Clerk will assist with City of Bryan's Training & Talent Development Program, Learning Management System and Family Medical Leave administration.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<p>The Human Resources Clerk performs a variety of administrative and operational duties as developed and assigned by the Human Resources Services Manager, to include:</p> <ul style="list-style-type: none"> - Filing, scanning, answering phones, creating information packets, working on projects as assigned and involved in day-to-day functions of the HR department. - Provide support in variety of administrative and operational staff functions. - Assist in collection and entry of data in support of HR department's services, activities and programs. - Communicate with general public and other City employees in support of the City's commitment to customer service excellence, continuous improvement, teamwork and collaboration. - Complete special projects and other duties as assigned. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Administrative assistant or office experience demonstrating knowledge of generally accepted office practices & procedures.
 - Experience in a Human Resources and/or training environment is strongly preferred.
 - Experience working with management-level internal & external personnel.
- Skills:
- Excellent organizational & follow-up skills; experience working in a highly detailed environment.
 - Exceptional customer service and interpersonal effectiveness skills.
 - Strong oral & written communication skills.
 - Demonstrated ability to identify, research & analyze problems, including gathering information from multiple, varied sources.
 - Able to prioritize and balance numerous priorities & meet deadlines while maintaining the utmost professionalism in a challenging fast-paced environment.
 - Able to function independently & as an integral member of a team.
 - Demonstrated ability to maintain confidentiality
- Technical Requirements:
- Intermediate level proficiency in Microsoft Outlook, Word, Excel.
 - Intermediate level proficiency in PowerPoint preferred.
 - Basic proficiency in Publisher preferred.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Accept and learn from criticism.
- Communicate effectively in a professional setting.
- Plan, organize, and prioritize work in a timely nature.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415913-00000	Job Family:	Student Worker Work Study
Business Title:	Parks & Recreation Front Desk Attendant/Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	Neal Recreation Center - 600 N. Randolph Ave, Bryan, TX
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>The Front Desk Attendant will work at Neal Recreation Center, which is a full-service activity center with a large gymnasium and several activity rooms located close to downtown Bryan. The position is assigned to the front counter/desk as you enter the facility and will welcome visitors to the center (primarily parents and children), collect fees, and provide information in person and by phone regarding the various facilities, activities, fees and programs provided by the City of Bryan's Parks & Recreation Department.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<p>Duties:</p> <ul style="list-style-type: none"> - Provides information and assistance to the general public by phone or in person regarding parks and recreation facilities, programs and activities. - Schedules the use and reservation of all City recreational facilities and park amenities. - Records and processes fees involving park and facility reservations, course registrations, and permits; accounts for all existing working cash assigned and revenues generated during scheduled shift. - Educates patrons on facility use rules and regulations; ensures adherence to rules and safety procedures, - Resolves routine problems or complains regarding recreational services or programs. - Completes all required reports and records accurately and on schedule; submits/deposits to 		

	<p>the proper person or office.</p> <ul style="list-style-type: none"> - Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, and maintaining files and records. - Maintains a clean and neat work space. - Responds quickly to all emergency situations as needed. - Attends training sessions and staff meetings as scheduled. - Performs related duties as required.
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SECTION FOUR

Hiring Restrictions Tab

GENERAL QUALIFICATIONS:	<p>Requirements:</p> <ul style="list-style-type: none"> - Students majoring in any degree field meet qualifications; however, students majoring in a Parks & Recreation related field are a plus. - Ability to work approximately 20-25 hours/week. - Prefer someone that is able to stay in the role for a least a full year or more. - Must possess some cash handling and/or clerical experience. - Must possess strong phone and in-person customer service skills. - Ability to be reliable and punctual.
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SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:	<ul style="list-style-type: none"> * Demonstrate the ability to organize, prioritize, and delegate work. * Communicate effectively in a professional setting. * Articulate thoughts clearly and effectively in written and oral form. * Work with others to support a shared purpose or goal.
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Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Parks & Recreation Programs Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	City of Bryan Parks & Rec Dept: 1309 E. Martin Luther King Blvd
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Program Assistant position assists the Recreation Manager and Department Supervisors with recreation programs and events for the City of Bryan.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Participates in creative thinking, planning, and implementing for City of Bryan Parks & Recreation programs and events from beginning to end, including clean-up. - Manages multiple programs and events at any given time and organizes the components of the programs and events. - Assists with marketing (radio, newspaper, television, flyers) for the Parks & Recreation activities and events. - Performs data entry as needed. - Assists with special events and programs, as directed. - Performs minor research projects, as directed. - Performs related duties as required. - Responds regularly and promptly to work. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Ability to work between 15-20 hours/week with flexible hours Monday-Friday between 7am-6pm. (Possible nights & weekends on occasion.)
- Work in a team environment as well as independently.
- Work with various departments within the city to coordinate programs and special events.
- Prepare clear and concise written materials and possess excellent writing and editing skills.
- Strong personal computer skills (Microsoft Word and Excel, and Adobe Photoshop).
- Strong verbal and written communication skills.
- Strong public contact and customer service skills.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Demonstrate ability to follow safety regulations.
- Listen actively and critically.
- Communicate effectively in a professional setting.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Human Resources Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1207 Texas Ave, College Station, TX 77840
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>The City of College Station Human Resources Assistant will perform a variety of administrative and operational duties as developed and assigned by the Human Resources Services Manager.</p> <p>The Human Resources Assistant is a qualified undergraduate or graduate student majoring in, or with an interest in Human Resources, Organizational Development or related field.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Filing, scanning, answering phones, creating information packets, working on projects as assigned and involved in day-to-day functions of the HR department. - Provide support in variety of administrative and operational staff functions. - Assist in collection and entry of data in support of HR department's services, activities and programs. - Communicate with general public and other City employees in support of the City's commitment to customer service excellence, continuous improvement, teamwork and collaboration. - Complete special projects and other duties as assigned. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Current undergraduate or graduate student in the study of Human Resources, Organizational Development or related field.
- Possess intermediate level computer skills in the use of Word processing, spreadsheets and data entry, as well as the ability to quickly learn software related to department functions.
- Complete work with a strong attention to detail;
- Able to multi-task and work effectively under time constraints.
- Deal effectively and courteously with associates and the general public.
- Valid Texas Driver's License.
- A personal interest in Human Resources and/or experience working in an HR Department.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Accept and learn from criticism.
- Communicate effectively in a professional setting.
- Plan, organize, and prioritize work in a timely nature.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Engineering Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	\$13.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	10-20 Hours per week (solid blocks), Monday – Friday, 8am – 5pm.	Physical Location:	City of College Station - City Hall 1207 Texas Avenue College Station 77845
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>The Engineering Assistant is a qualified undergraduate or graduate student in the study of civil, environmental, or agricultural engineering; construction science; or related field.</p> <p>The Engineering Assistant performs a variety of administrative and operational duties as developed and assigned by the Assistant City Engineer, to include research, review, inspection, and working on projects as assigned, and is involved in day-to-day functions of the Planning & Development Services Department.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. <i>Assist in the review of right-of-way permits, including:</i> <ul style="list-style-type: none"> • <i>researching possible conflicts with existing City infrastructure and ROW franchisees;</i> • <i>interface with contractors, engineering inspectors, and/or members of the public if/when there are questions; and</i> • <i>conduct field inspections to make sure all work done according to plans and ensure record drawings are submitted.</i> 2. <i>Conduct field inspections to assist in the City's Municipal Separate Storm Sewer System (MS4) permit compliance, including outfall inspections, and follow up investigations.</i> 3. <i>Assist in the development of outreach and educational materials in compliance with the MS4 and Community Rating System (CRS) programs.</i> 4. <i>Complete special projects and other duties as assigned.</i> 		
SECTION FOUR			
Hiring Restrictions Tab			

GENERAL QUALIFICATIONS:	<p>Required: Current undergraduate or graduate student in the study of civil, environmental, or agricultural engineering; construction science; or related field. Possess intermediate level computer skills in the use of word processing, spreadsheets, and data entry, as well as the ability to quickly learn software and hardware related to department functions. Complete work with a strong attention to detail; multi-task and work effectively under time constraints. Deal effectively and courteously with coworkers and the general public. Valid Texas Driver's License.</p> <p>Preferred: A personal interest in municipal engineering and serving the public.</p>
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SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:	<p>The Engineering Assistant will become familiar with the following:</p> <ol style="list-style-type: none"> 1. Permitting requirements and review processes for right-of-way permits. 2. Federal and state environmental program requirements. 3. Enhanced communication and customer service skills. Student will have daily interactions with employees and citizens and will learn skills in assessing and addressing questions and concerns. 4. Time management and prioritization. Our office is fast paced with a variety of tasks necessary for completion in a timely nature.
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Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Planning & Development Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	\$10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	10-20 Hours per week (solid blocks), Monday – Friday, 8am – 5pm.	Physical Location:	City of College Station - City Hall 1207 Texas Avenue College Station 77845
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>The Planning & Development Assistant is a qualified undergraduate or graduate student majoring in, or with an interest in municipal planning, development, or government administration.</p> <p>The Planning & Development Assistant performs a variety of administrative and operational duties as developed and assigned by the Development Services Administration Manager, to include scanning, archiving, filing, file research, and working on projects as assigned and involved in day-to-day functions of the Planning & Development Services Department.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Assist in the scanning and archiving of development applications and plans, historical departmental programs, ordinances, etc. 2. Conduct research on data and files within the City's software to support administrative and operational staff functions. 3. Communicate with the general public and other City employees in support of the City's commitment to customer service excellence, continuous improvement, teamwork, and collaboration. 4. Complete special projects and other duties as assigned. 		

SECTION FOUR

Hiring Restrictions Tab

**GENERAL
QUALIFICATIONS:**

Required: Current undergraduate or graduate student in the study of urban planning, land development, construction science, civil engineering, political science, or related field. Possess intermediate level computer skills in the use of word processing, spreadsheets and data entry, as well as the ability to quickly learn software and hardware related to department functions. Complete work with a strong attention to detail; multi-task and work effectively under time constraints. Deal effectively and courteously with associates and the general public.

Preferred: A personal interest in municipal planning or development and/or experience working in an office setting. Valid Texas Driver's License.

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

The Planning & Development Assistant will become familiar with the following:

1. The general development process and types of applications, plans, permits, and regulatory tools related to the development process.
2. The types of studies and plans that have been involved in the long-range planning of the City.
3. Enhanced communication and customer service skills. Student will have daily interactions with employees and will learn skills in assessing and addressing questions and concerns.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Administrative Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	\$10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	20	Physical Location:	3030 University Dr. East Suite 200 College Station, Tx. 77845
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	We are looking for an administrative assist to assist us with the operation and strategic development of DSABV.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> ● Will assist in accomplishing the objectives of the Board of Directors ● Will analyze various sources of information to produce formal reports ● Will assist in the strategic development of DSABV ● Will utilize various applications such as but not limited to: <ul style="list-style-type: none"> ○ Bloomerang ○ G-Suite ○ Board Effect ● Assist in obtaining accreditation from national and state organizations ● Assist in the development of various administrative and human resource policies 		

SECTION FOUR

Hiring Restrictions Tab

**GENERAL
QUALIFICATIONS:**

Must be proficient in Word and detail oriented.
Analytically minded is a plus.

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

This position will give the applicant a wide range of experiences inside the nonprofit sector:

- Organization and Development of Policy and Procedure
- Member/Constituent Communications
- Managing Time
- Development of Presentations
- Research and Development of Opportunity
- Maintaining Data and Synthesizing Data from a multitude of sources into usable information
- Maintaining various accreditations and certifications



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Event Fundraising Specialist	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	8.25	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1802 Wilde Oak Circle, Bryan, TX 77802
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Event and Fundraising Development Specialist is responsible for administrative and creative support for Down Syndrome Association of the Brazos Valley's fundraisers and special events.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Have the desire to be part of the team creating social events and fundraising opportunities for DSABV members and the community at large. - Like the challenge of keeping multiple priorities and events going while planning for the future. - Able to think through large events (like Buddy Walk) from both the behind-the-scenes perspective and the participant perspective. - Strong organizational skills for you and others, able to prioritize well and able to dive in and figure things out on your own. - Have administrative skills (Google environment) to coordinate multiple pieces of our education program like sign-ups, teacher documents, curriculum development, field trip planning, etc. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Possess self-ownership and leadership skills. - Possess administrative skills and like to work in a team environment. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Maintain and manage a variety of different tools and resources for different projects.
- Plan, organize, and prioritize work in a calm manner.
- Demonstrate a mastery of public speaking skills to a variety of people.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Financial Specialist	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1802 Wilde Oak Circle, Bryan, Texas
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	We are looking for Finance Specialist to assist the Board Finance Committee of Down Syndrome Assoc. This position will assist with the financial and accounting stewardship of DSABV.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<p>Some of the positions key responsibilities are as follows:</p> <ul style="list-style-type: none"> ● Will be responsible for tracking the transactions of accounts payable and accounts receivable for the organization. ● Will research related financial records and develop reports as needed. ● Work closely with the Board Finance Committee in order to assist in creating a clear financial picture of daily operations and fundraising endeavors. ● Assist with the purchasing of items needed for operations. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Supports our organization and its mission
 - Must be able to work with others on a team and in a group setting
 - Ability to complete task independently
 - Excellent interpersonal skills dealing with a wide variety of people and a high volume of communications
 - Superb attention to detail
 - Professional, reliable, and able to maintain a positive attitude
- Preferred Skills and Qualifications:
- Finance or Accounting Major with over 60 credit hours complete
 - Strong Proficiency with Microsoft Office and G-Suite
 - Experience with QuickBooks

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Experience with Non-Profit Financial Controls
- Experience interacting with the Management of the Non-Profit as well as the Board of Directors
- Experience and input into the forecasting and reporting of budgets



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Marketing Advertising Specialist	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	8.25	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1802 Wilde Oak Circle, Bryan, TX 77802
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	Down Syndrome Association of Brazos Valley is hiring an Internal and External Marketing Specialist. Each specialist will be responsible for maintaining DSABVs social media presence in their respective area as well as creating digital and print materials for DSABV internal and external customers.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Become familiar with the organization, its members, mission and goals. - Assist in communication strategy planning. - Coordinate, plan and create content to update established media channels. - Assist with planning future media and marketing strategy. - Maintain website. - Plan and create email campaigns and newsletters on regular basis. - Work with communication calendar to plan content ahead of time and react to postings in a timely fashion. - Other marketing, website and social media duties as determined. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Experience and knowledge in major social media platforms, WordPress, Canvas and other online digital content creation services, newsletter creation, and Google Apps. - Basic to advanced training on several social media platforms as well as WordPress. - Possess self-ownership and leadership skills. - Possess administrative skills and like to work in a team environment. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Demonstrate the ability to create strategic marketing plans.
- Plan, organize, and prioritize work in a team environment.
- Demonstrate a mastery of public speaking skills to a variety of people.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Administrative Assistant
Business Title:	Administrative Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	\$12.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	Will work around student's schedule. 15-20 hours per week.	Physical Location:	307 S. Main St. Suite 202 Bryan, Texas
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	Elder-Aid, is a nonprofit organization that provides housing for the low-income elderly is looking for a student to assist with office duties including design Website, scanning documents and assistance with Elder-Aid Christmas Party and sponsors.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> Assist with projects Work with minimal supervision. Dependable and timely. Ability to follow direction. 		

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SECTION FOUR

Hiring Restrictions Tab

GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> • Willingness to learn and assist with task. • Able to work a 15 to 20 hours per week, schedule is flexible. • Good understanding of Computer and how to design a webpage.
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SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:	Working with Elder-Aid, students will get experience working with a non-profit as well as helping those that are less fortunate. Elder-Aid offers the opportunity to obtain marketable skills that will be useful. Students will have the opportunity to experience working with a nonprofit.
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Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Home Renovation Project Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	\$12.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	½ days in 4 hours blocks. 20 hours per week.	Physical Location:	3308-3310 Bluestem Circle College Station, Texas 3332-3334 Longleaf Circle College Station, Texas
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	Elder-Aid, a nonprofit organization that provides housing for the low-income elderly is looking for a student to assist with renovating College Station duplexes. Construction or home repair experience a plus. Projects will include sheet rock, flooring, paint and ceramic tile, as well as, other tasks. 15-20 hours per week ½ days preferred.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> Assist with rehabilitation projects as needed. Work with other Elder-Aid volunteers and board members. Work with minimal supervision. Dependable and timely. Ability to follow direction. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Construction experience or home repair experience a plus.
- Willingness to learn and assist with rehabilitation of multifamily development.
- Able to work a 15 to 20 hours per week, ½ day schedule.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

Working with Elder-Aid, students will get experience working with a non-profit as well as helping those that are less fortunate.
Elder-Aid offers the opportunity to obtain marketable skills that will be useful.
Students will have the opportunity to experience what rehabilitation of a property is like start to finish.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	10-120906 10-424900	Job Family:	Student Worker Work Study
Business Title:	Galveston F.A.C.E. Mentor	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	TAMU Galveston Campus
Scheduled Weekly Hours:	15	Physical Location:	Scott Building
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	Assist the family and community engagement specialist to provide enrichment for students and their parents.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	Tutoring students Working with other GISD departments including: <ul style="list-style-type: none"> FACE (family and community engagement) https://www.gisd.org/Page/9299 SAIL (students accessing innovative learning) TEXAS ACE CIS (Communities in Schools) Assisting front desk of Scott Building		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> Computer literate Good communication skills Problem Solving General knowledge of high school level classes Personable 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Build relationships with diverse cultures, races, ages, and genders
- Leverage the strengths of others to accomplish their goals
- Learning personal accountability
- Problem solving
- Articulate thoughts and ideas effectively



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Admission Clerk	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1000 George Bush Drive W. College Station, Texas 77845
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>The Admission Clerk position at the George H.W. Bush Presidential Library and Museum is one of the first impressions the public will receive upon entering the museum. The clerk will operate a point of sale system and related equipment, welcome visitors, answer their questions, and provide advice regarding the local community.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Serves as the initial contact for all George Bush Library and Museum guests. - Greet visitors entering the establishment. - Receives payment for admission fees, record sales, make changes, prepares receipts and handles charge card/check payments. - Follows all Federal laws and regulations regarding money handling. - Reconciles a cash drawer with receipts and prepares the daily deposit. - Provide limited on the job training for new employees. - Answer incoming phone calls. - Answer visitor questions and provide information regarding local restaurants as well as directions. - Required to attend all the CSP Student Development Trainings. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Able to speak clearly and distinctly.
- Able to deal effectively and courteously with the public and coworkers.
- Capable of completing basic math problems.
- Must be service oriented with the initiative to actively look for ways to help people.
- Must be available year-round and able to work around major holiday's, spring break, winter break, home football games.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Identify the relevance of the workplace etiquette skills they are gaining.
- Demonstrate the ability to use critical thinking skills when problems occur.
- Communicate effectively in a professional setting.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Archives Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	9.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1000 George Bush Drive W. College Station, Texas 77845
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Archives Assistant position at the George H.W. Bush Presidential Library and Museum assists archival staff with the manager of the Bush Library Freedom of Information Act file. The assistant will refill and pull records for the research room.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - The student will be responsible for the item level description of documents, following specific criteria. - The student will be responsible for the copying paper records into a variety of databases, digital asset management systems, and other applications, using specialized software tools (primarily on Windows computer platforms) that support automated and manual systems of indexing of archival records.. - The student will be responsible for preservation of historical documents including the removal of staples, flattening, correcting bent corners of document, disassembling materials when necessary insuring that the original arrangement and scanning scheme is maintained, and making photocopies of documents to be scanned. - The student is responsible for pulling and re-filing records to be digitized. - The students will be responsible for reviewing all areas of the digital scanning work to include image quality and accuracy of indexed fields. Incumbent ensures that image quality, and index fields are accurate and at the correct quality level identified by NARA's standard operating procedures. - The student will be responsible for adhering to the dress code explained prior to being hired. - The student will be responsible for Perform other related duties as assigned. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Able to speak clearly and distinctly and deal effectively and courteously with the public, staff and volunteers.
- General knowledge of archives operations.
- Skill in operating Microsoft computer applications including MS Access and Excel.
- Work is performed while standing, sitting, or walking with occasional bending, reaching, and lifting and carrying of heavy materials.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Identify the relevance of the workplace etiquette skills they are gaining.
- Demonstrate the ability to use critical thinking skills when problems occur.
- Maintain and manage a variety of different tools and resources.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Digital Archives Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	9.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1000 George Bush Drive W. College Station, Texas 77845
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Digital Archives Assistant position at the George H.W. Bush Presidential Library and Museum assists archival staff with document preparation on textual materials to be digitally scanned into electronic formats.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - The student will be responsible for the item level description of documents, following specific criteria. - The student will be responsible for the data entry of metadata records into a variety of databases, digital asset management systems, and other applications, using specialized software tools (primarily on Windows computer platforms) that support automated and manual systems of indexing of archival records.. - The student will be responsible for preservation of historical documents including the removal of staples, flattening, correcting bent corners of document, disassembling materials when necessary insuring that the original arrangement and scanning scheme is maintained, and making photocopies of documents to be scanned. - The student is responsible for pulling and re-filing records to be digitized. - The student is responsible for performing digital scanning on various media including: original, loose, textual records, bound volumes varying in size from ledger (1-1/2" x 17") or smaller to larger oversize volumes, drawings, maps, charts, and printed material operating a low speed flatbed digital scanning device, as well as a high-speed digital scanning device. - The students will be responsible for reviewing all areas of the digital scanning work to include image quality and accuracy of indexed fields. Incumbent ensures that image quality, and index fields are accurate and at the correct quality level identified by NARA's standard operating procedures. - The student will be responsible for adhering to the dress code explained prior to being hired. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Skill in operating Microsoft computer applications including MS Access and Excel.
- Work is performed while standing, sitting, or walking with occasional bending, reaching, and lifting and carrying of heavy materials.
- Must have good handwriting, verbal communications skills, and written communication skills.
- Have the ability to clearly communicate verbally and in writing, including hand written letters or notes.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Identify the relevance of the workplace etiquette skills they are gaining.
- Demonstrate the ability to use critical thinking skills when problems occur.
- Maintain and manage a variety of different tools and resources.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Educational Student Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	\$9.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15 hours	Physical Location:	Teleworking now; when open George H.W. Bush Library and Museum Education Dept. Office, 1000 George Bush Dr West, College Station, TX 77845
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>The George Bush Library's Educational Student Assistant will help:</p> <ul style="list-style-type: none"> Promote educational programs through all available media formats. Reservations: Check e-mails and database to organize and log information with follow-up. Preparation of materials and planning for general education programs as needed. Use of new updated technology developments to facilitate improvements. 		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> Ability to work independently, responsibly, with initiative and analysis of work priorities. Use available computer systems to organize, set-up, and enter required data to email and/or develop educator databases. Time management skills with flexible multi-tasking abilities. Use of correct English Language meaning, spelling and grammar. Active listening: Giving full attention to what others are saying, taking time to understand, asking questions as appropriate and to demonstrate understanding. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Technology Skills: Microsoft Word Suite; Google Drive and applications; Excel spreadsheets; Adobe Systems Adobe Creative Suite software Tools- Computers; Fax machines.
- Summary: Proof reading and editing skills; Reading comprehension and Writing skills; Active learning skills.
- May require both a resume and a copy of transcripts from all previous academic studies.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

1. Participate effectively in teams
2. Consider different points of view
3. Work with others to support a shared purpose or goals
4. Improve proficiency in current technologies
5. Maintain and manage a variety of different tools and resources



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Lead Admission Clerk	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	12.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1000 George Bush Drive W. College Station, Texas 77845
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Admission Clerk position at the George H.W. Bush Presidential Library and Museum is one of the first impressions the public will receive upon entering the museum. The lead clerk serves as the adult group reservations point of contact, answering telephone calls, inputting information into databases, office machine operation, and filing.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Ensures the admission desk employee schedule is covered at all times. - Operates office machines such as computers and copiers. - Answer telephone calls, directs calls, and takes messages. - Serve as the main point of contact for adult groups visiting the Bush Museum. - Perform primary on the job training for new Admission Clerks. - Responsible for totaling and preparing weekly cash intake for deposit to the financial institution. - Serves as the initial contact for all George Bush Library and Museum guests. - Greet visitors entering the establishment. - Receives payment for admission fees, record sales, make changes, prepares receipts and handles charge card/check payments. - Follows all Federal laws and regulations regarding money handling. - Reconciles a cash drawer with receipts and prepares the daily deposit. - Answer visitor questions and provide information regarding local restaurants as well as directions. - Required to attend all the CSP Student Development Trainings. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Knowledge of basic administrative and clerical procedures and systems such as excel, managing files and records, and other office procedures and terminology.
- Experience in providing customer service to include customer needs assessment, meeting quality standards for the admission desk, and evaluation of customer satisfaction.
- In depth knowledge and understanding of the Bush Museum reservation program.
- Ability to speak clearly and distinctly.
- Ability to deal effectively and courteously with the public and coworkers.
- Capable of completing basic math problems.
- Must be service oriented with the initiative to actively look for ways to help people.
- Critical thinking skills and time management abilities required.
- Must be available year-round and able to work around major holidays, spring break, winter break, home football games.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Identify the relevance of the workplace etiquette skills they are gaining.
- Demonstrate the ability to use critical thinking skills when problems occur.
- Communicate effectively in a professional setting.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Lead Digital Archives Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1000 George Bush Drive W. College Station, Texas 77845
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Digital Archives Assistant position at the George H.W. Bush Presidential Library and Museum assists archival staff with document preparation on textual materials to be digitally scanned into electronic formats.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Ability to speak clearly and distinctly and deal effectively and courteously with the public, staff and volunteers. - General knowledge of archives operations. - Skill in operating Microsoft computer applications including MS Access, Excel, and Adobe. - Work is performed under the supervision of a higher grade employee who provides work schedules, assigns non-recurring work, and provides assistance on assignments of a non-routine nature and information and instructions on changes in established procedures or processes. - Incumbent carries out routine assignments and handles public inquiries and sales transactions based on prescribed steps and understanding of structured procedures. - Routine duties may be spot checked in progress and are reviewed in terms of compliance with procedures, completeness and adequacy of services provided. - The efficient and courteous performance of digitizing images and related duties to facilitate digital images to the general public. - Performance of other routine clerical duties supports the work of staff members in other areas of the library. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Skill in operating Microsoft computer applications including MS Access and Excel.
- Work is performed while standing, sitting, or walking with occasional bending, reaching, and lifting and carrying of heavy materials.
- Must have good handwriting, verbal communications skills, and written communication skills.
- Have the ability to clearly communicate verbally and in writing, including hand written letters or notes.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Identify the relevance of the workplace etiquette skills they are gaining.
- Demonstrate the ability to use critical thinking skills when problems occur.
- Maintain and manage a variety of different tools and resources.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Public Relations Graphic Design Student Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	12-20	Physical Location:	Remote work until the George Bush Museum opens.
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>The George Bush Museum Public Relations Graphic Design Student Assistant is responsible for providing support for the marketing/communication department and the public programs department through a variety of channels, print, digital, web, video and other as assigned.</p> <p>The Public Relations Graphic Design Student Assistant will report to the Marketing and Communications Director and will assist with the development and design the George Bush Presidential Library and Museum graphics, logos, event materials and a variety of other creative tasks as assigned.</p> <p>The George Bush Museum is currently closed due to the COVID-19 pandemic. The work location will be a remote position until the Bush Museum is open to staff and student interns. The Bush Museum will not provide any equipment or supplies during the remote work phase. Once the Bush Museum is open the student intern will be required to report onsite.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> ● Create and design print and digital ads/materials ● Adhere to brand guidelines and complete projects according to deadline ● Retouch and manipulate images ● Prepare images to coincide with social media posts ● Assist with still photography and video production (shooting, editing, etc) ● Create and design event logos and signage upon request ● Other projects as assigned 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Currently enrolled in college, graphic design major preferred
- Experience with Adobe InDesign, Photoshop, and Illustrator
- Strong creative and analytical skills
- Compelling portfolio of graphic design work
- Excellent computer knowledge for PC environments
- Knowledge of photography
- Excellent communication (written and verbal) and administrative skills
- Ability to work independently and complete assigned tasks within identified time frames
- Organized, dependable and detail-oriented
- Available to work 12-20 hours per week

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Analyze, synthesize, and utilize design processes and strategy from concept to delivery to creatively solve communication problems.
- Create communication solutions that address audiences and contexts, by recognizing the human factors that determine design decisions.
- Utilize relevant applications of tools and technology in the creation, reproduction, and distribution of visual messages.
- Confidently participate in professional design practice and management within a collaborative work environment.
- Employ best practices and management in the design profession and within a collaborative work environment.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Public Relations/Marketing Student Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	12-20	Physical Location:	Remote work until the George Bush Museum opens.
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>The George Bush Museum Public Relations/Marketing Student Assistant is responsible for assisting with public relations and marketing, helping to increase visibility for the George Bush Presidential Library and Museum and its various programs/events. The public relations/marketing intern will report directly to the Marketing and Communications Director.</p> <p>The George Bush Museum is currently closed due to the COVID-19 pandemic. The work location will be a remote position until the Bush Museum is open to staff and student interns. The Bush Museum will not provide any equipment or supplies during the remote work phase. Once the Bush Museum is open the student intern will be required to report onsite.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> ● Monitoring and managing the Bush Library and Museum editorial calendar and social media platforms (Facebook, Twitter, Instagram, etc), adjusting outreach tactics as needed ● Posting to various social media platforms as well as the data tracking tools associated with them ● Interacting with followers and potential visitors by communicating and answering questions through the social pages ● Assist in implementing plans to increase followers on popular social media websites ● Assist with the design and execution of social media campaigns ● Develop and write press releases and other press materials ● Collecting and analyzing data from surveys to identify visitor trends ● Other projects as assigned 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Currently enrolled in college, communication/marketing major preferred
- Aptitude with posting to various social media platforms as well as the data tracking tools associated with them
- Knowledge of marketing strategies, including continuing education of new marketing tactics and tools
- Excellent communication (written and verbal) and administrative skills
- Ability to work independently and complete assigned tasks within identified time frames
- Organized, dependable and detail-oriented
- Available to work at least 12-20 hours per week

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Identify and define business terminology used at the worksite.
- Apply marketing concepts to problems and issues within the industry.
- Produce high quality documents utilizing Word, Excel or PowerPoint.
- Produce advertising messages and place in the chosen media.
- Demonstrate the basics of web page design.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:		Job Family:	Leave Blank
Job Posting Title (business title):		Job Profile for Job Family:	Leave Blank
Number of Positions:		Job Profile:	
Availability Date:		Location:	
Earliest Hire Date:		Time Type:	Part Time
Starting Salary:		Worker Type:	Employee
Worker Sub Type:	Student Worker	Physical Location:	
SECTION TWO (to be completed for both business processes)			
Hiring Restrictions Tab			
Job Description Summary:			

SECTION TWO (to be completed for both business processes)

Hiring Restrictions Tab

**ROLES AND
RESPONSIBILITIES:**

SECTION TWO (to be completed for both business processes)

Hiring Restrictions Tab

**GENERAL
QUALIFICATIONS:**

SECTION TWO (to be completed for both business processes)

Hiring Restrictions Tab

LEARNING OUTCOMES:



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Bi-lingual Program Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	10.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	119 Lake Street, Bryan, TX 77801
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	Bi-lingual program assistants for Bryan/College Station Habitat for Humanity will work with supervisory staff to perform administrative and operational duties including the following: <ul style="list-style-type: none"> - Mortgage servicing. - Application processing. - Communications with Spanish speaking applicants and homeowners. 		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Mortgage servicing: preparing translations, data entry, preparing letters, customer service phone calls, payment receipt, answering phone - Application processing: preparing translations, assist staff in reviewing and organizing application materials from clients, assisting with informational meetings, preparing letters - Communications: preparing translations, preparing mail for distribution, filing, organizing 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Spanish fluency required. - A positive attitude, excellent customer service skills, and a desire to promote affordable housing are requirements. - Required occasional events on weekday evenings and Saturday mornings. - Preference given to applicants available to work multiple semesters or years. - Office experience, Microsoft products experience and copier/scanner experience preferred. - You must have your own transportation to the work site. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Understand and demonstrate sensitivities to the homeowner's needs.
- Work with others to support a shared purpose or goal.
- Demonstrate awareness of how a non-profit businesses works.

Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Construction Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	\$11.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15 - 20	Physical Location:	509 South Bryan Avenue, Bryan, TX 77803
SECTION TWO			
Job Description Summary:	Construction Assistants for Bryan/College Station Habitat for Humanity will work with supervisory staff to perform operational and production duties in preparing the construction sites for volunteer needs and safety, welcoming and engaging volunteers. Working with Bryan/College Station Habitat for Humanity staff, construction coordinators, and volunteers on construction sites and at the resale store.		
SECTION THREE			
ROLES AND RESPONSIBILITIES:	Assist Construction Department staff in residential construction, supply chain management and warehouse operations. - Learn basic and advanced residential building techniques. - Help lead future homeowners and volunteer groups in the completion of the homes. - Understand Habitat's Policies and Mission and be able to communicate it with volunteers and donors. - Be an effective communicator, energetic worker, and a Habitat for Humanity Mission Advocate.		
SECTION FOUR			

GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Construction experience is a plus but not required. - Must be able to work outside, work hard in different weather conditions. - Communicate effectively with diverse groups of people. - Must be able to lift equipment and materials at the worksite; can be up to 50+ pounds. - Bi-lingual Spanish communication is a plus but not required. - Must be able to work Tuesdays through Saturday. Most Saturdays are a required workday. - You must have your own transportation to the worksite.
SECTION FIVE	
LEARNING OUTCOMES:	<ul style="list-style-type: none"> - Understand and implement residential construction methods and material knowledge. - Demonstrate the ability to follow safety regulations. - Communicate effectively in a professional setting. - Create and foster positive team building and leadership skills across a diverse group of people.

Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Construction Coordinator	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	\$15.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15 - 20	Physical Location:	509 South Bryan Avenue, Bryan, TX 77803
SECTION TWO			
Job Description Summary:	<p>Construction Coordinators for Bryan/College Station Habitat for Humanity will work with supervisory staff to perform operational and production duties including new construction assistant orientation, ProCore data entry, preparing weekly schedules, coordinating and scheduling construction assistants, preparing the construction site for volunteer needs and safety, welcoming and engaging volunteers. Working with Bryan/College Station Habitat for Humanity staff, Construction Assistant student workers, and volunteers on construction sites and at the resale store.</p>		
SECTION THREE			
ROLES AND RESPONSIBILITIES:	<p>Assist Construction Department staff in residential construction, supply chain management and warehouse operations.</p> <ul style="list-style-type: none"> - Manage and train Construction Assistants - Learn basic and advanced residential building techniques. - Help lead future homeowners and volunteer groups in the completion of the homes. - Understand Habitat's Policies and Mission. - Lead small to medium groups of diverse volunteers in the completion of residential building - Be an effective communicator, energetic worker and a Habitat for Humanity Mission Advocate. 		

SECTION FOUR**GENERAL QUALIFICATIONS:**

- At least one year experience as a Construction assistant
- Complete HOSA competent certification
- Construction experience is a plus but not required.
- Must be able to work outside, work hard in different weather conditions.
- Communicate effectively with diverse groups of people.
- Must be able to lift equipment and materials at the worksite; can be up to 50+ pounds.
- Bi-lingual Spanish communication is a plus but not required.
- Must be able to work Tuesdays through Saturday. Most Saturdays are a required workday.
- You must have your own transportation to the worksite.

SECTION FIVE**LEARNING OUTCOMES:**

- Understand and implement residential construction methods and material knowledge.
- Demonstrate the ability to follow safety regulations.
- Create and foster positive team building and leadership skills across a diverse group of people.
- Communicate effectively in a professional setting.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Program Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	119 Lake Street, Bryan, TX 77801
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	Bi-lingual program assistants for Bryan/College Station Habitat for Humanity will work with supervisory staff to perform administrative and operational duties including the following: <ul style="list-style-type: none"> - Administrative and operational duties including mortgage servicing. - Bookkeeping data entry. - Application processing. - Help with fund raising and donor stewardship. 		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Mortgage servicing: data entry, preparing letters, customer service phone calls, payment receipt, answering phone. - Bookkeeping date entry: record donations and accounts payable invoices in Quickbooks. - Application processing: assist staff in reviewing and organizing application materials from clients, assisting with informational meetings, preparing letters. - Communications: preparing mail for distribution, filing, organizing. - Fund raising and donor stewardship: data entry, preparing letters, researching and recommending prospective contacts. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - A positive attitude, excellent customer service skills, and a desire to promote affordable housing are requirements. - Required occasional events on weekday evenings and Saturday mornings. - Preference given to applicants available to work multiple semesters or years. - Office experience, Microsoft products experience and copier/scanner experience preferred. - You must have your own transportation to the work site. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Understand and demonstrate sensitivities to the homeowner's needs.
- Work with others to support a shared purpose or goal.
- Demonstrate awareness of how a non-profit businesses works.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Resale Store Sales Associate	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	2211 Maloney, Bryan, TX 77801
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	Sales Associates for Bryan/College Station Habitat for Humanity's ReStore (a resale shop for donated building materials, appliances, and home goods) will work with supervisory staff to perform administrative and operational duties including assisting customers and donors, operating a point of sale cash register, and cleaning and organizing the store.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Receive donations from donors and assist in unloading, cleaning and pricing merchandise for sale. - Assist customers while they shop in the store. - Assist management in administrative tasks. - Operate point of sale cash register and process credit card sales. Answer the phone. Greet customers. - Clean and organize the store. Assist with maintenance. - Help manage volunteers in selecting and performing their tasks. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - A positive attitude, excellent customer service skills, and a desire to promote affordable housing are requirements. - Preference given to applicants available to work multiple semesters or years. - Retail and customer service experience preferred. - Spanish language skills preferred. Spanish fluency merits a starting pay increase. - You must have your own transportation to the work site. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Understand and demonstrate sensitivities to the homeowner's needs.
- Work with others to support a shared purpose or goal.
- Demonstrate awareness of how a non-profit businesses works.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Volunteer Support Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	509 S Bryan Ave, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	Volunteer Support Assistants for Bryan/College Station Habitat for Humanity will work with supervisory staff to perform administrative and operational duties including community service orientation, data entry, preparing reports, coordinating and picking up meal donations, preparing construction site for volunteer needs and safety, welcoming and engaging volunteers and working with staff, student workers and volunteers on construction sites and at the resale store.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assist with community service orientation and paperwork. - Data entry of volunteer activity and preparing reports of activity - Coordinating meal donations with community partner restaurants, picking up and delivering meals for volunteers - Preparing construction site for volunteer needs and safety, including required paperwork, water, first aid supplies, and personal protective equipment. - Welcoming and engaging volunteers and working with staff, student workers and volunteers on construction sites. - Assist with volunteer efforts at the resale store. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- A positive attitude, excellent customer service skills, and a desire to promote affordable housing are requirements.
- Saturdays are required.
- Preference given to applicants available to work multiple semesters or years.
- Customer service and assertive communication experience preferred.
- Spanish language skills preferred. Spanish fluency merits a starting pay increase.
- You must have your own transportation to the work site.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Understand and demonstrate sensitivities to the homeowner's needs.
- Work with others to support a shared purpose or goal.
- Demonstrate awareness of how a non-profit businesses works.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Volunteer Support Coordinator	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	12.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	509 S Bryan Ave, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	Volunteer Support Coordinators for Bryan/College Station Habitat for Humanity will work with supervisory staff to perform administrative and operational duties including scheduling volunteer groups and work flow, leading and advising Volunteer Support Assistants, leading community service orientation, data entry, preparing reports, coordinating and picking up meal donations, preparing construction site for volunteer needs and safety, welcoming and engaging volunteers and working with staff, student workers and volunteers on construction sites and at the resale store.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Coordinate prospective volunteers with available volunteer opportunities, follow up communication to volunteers. - Lead community service orientation and verify paperwork. - Advise Volunteer Support Assistant student workers in best practices. - Data entry of volunteer activity and preparing reports of activity - Coordinating meal donations with community partner restaurants, picking up and delivering meals for volunteers - Preparing construction site for volunteer needs and safety, including required paperwork, water, first aid supplies, and personal protective equipment. - Welcoming and engaging volunteers and working with staff, student workers and volunteers on construction sites. - Assist with volunteer efforts at the resale store. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- At least one year experience as Volunteer Support Assistant.
- Demonstrated leadership and professionalism.
- A positive attitude, excellent customer service skills, and a desire to promote affordable housing are requirements.
- Saturdays are required.
- Preference given to applicants available to work multiple semesters or years.
- Customer service and assertive communication experience preferred.
- Spanish language skills preferred. Spanish fluency merits a starting pay increase.
- You must have your own transportation to the work site.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Understand and demonstrate sensitivities to the homeowner's needs.
- Work with others to support a shared purpose or goal.
- Demonstrate awareness of how a non-profit businesses works.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Administrative Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	11.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	5-10	Physical Location:	119 Lake St.
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	Working under the supervision of the Accounting & HR Manager, the Administrative Assistant facilitates all office procedures and other tasks as assigned. This position supports the Accounting function of Bryan/College Station Habitat for Humanity.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Greets and directs clients, vendors and visitors. 2. Answer telephones and transfer to appropriate staff member. 3. Log, sort and distribute incoming correspondence, including faxes. 4. Prepare responses to correspondence containing routine inquiries. 5. Perform general clerical duties to include, but not limited to copying, faxing, mailing, and filing. 6. File and retrieve organizational documents, records and reports. 7. Coordinate and maintain records for staff, office space, telephones, company vehicles, and office keys. 8. Support office tasks performed by volunteers. 9. Create and modify documents to support administration, construction, and ReStore using word processing, spreadsheet, database and/or other presentation Software. 10. May conduct research, compile data and prepare reports. 11. Interact with families by providing interpretation service when needed. 12. Collect and maintain inventory of office equipment and supplies. 13. Research, price and purchase office furniture, equipment and supplies. 14. Support staff in assigned project-based work. 		

	<ul style="list-style-type: none"> 15. Assists in special events, such as Home Show, Earth Day, Job Fair, ect. 16. Maintain mail room responsibility to include tracking of incoming and outgoing mail 17. Other duties as assigned by Accounting & HR Manager.
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SECTION FOUR

Hiring Restrictions Tab

GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> 1. Computer literate. 2. Good writing, analytical and problem-solving skills. 4. Ability to communicate effectively. 5. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines. 6. Ability to follow oral and written instructions. 8. Oral fluency in Spanish.
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SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:	Principles and practices of basic office management and organization.
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Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Bryan/College Station Habitat for Humanity	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	\$12/hour	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15-20 hours/week	Physical Location:	Education Building 119 Lake Street, Bryan, TX 77801
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>The Development Assistant will be involved in a wide range of activities surrounding the fundraising events and general projects within the Development department. The assistant will support members of the Development department in several areas that include but are not limited to event planning and implementation and support, database management, and other duties as assigned. Student workers may also assist in projects in other departments.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> Assist in data entry of donor and event information. Plan and assist in implementing fundraising events for the Development department. Write engaging content in a professional and entertaining manner for various communications platforms. Assist in fund management from fundraising events both during and after the event takes place via software such as Square and CRMs. Archiving and organizing all B/CS Habitat grant files and other data. Assist in general donor stewardship. Help maintain and update donor databases. Performing general administrative duties. Research projects, prospects, and initiatives for the Development team Understand and support the mission and vision of Bryan/College Station Habitat for Humanity. Create systems, forms, and documents to assist in organizing and improving business operations Gather marketing data to use in Habitat promotions 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Detail-oriented, ability to multitask and manage time well.
- Strong interpersonal skills.
- Professional, friendly, and outgoing personality.
- Exceptional telephone and computer skills.
- Ability to meet deadlines.
- Bilingual in Spanish preferred.
- Familiarity with CRM software is a plus.
- Able to lift 25 lbs. Position includes bending, kneeling and reaching.
- Has a valid Texas driver's license.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

Through the course of this employment, the Development Assistant will be able to:

- Apply knowledge and skills related to the concepts, principles, and methodologies of one's major or discipline.
- Acquire new knowledge related to a possible future career while enhancing classroom education.
- Apply higher-order thinking skills (critical thinking, analysis, synthesis, evaluation, complex problem solving) to "real world" situations.
- Develop skills to work effectively within formal and informal networks and work cultures.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Student Worker	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	9.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	800 George Bush Drive W. College Station, Texas 77840
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Hillel student worker will welcome walk-in visitors, and provide tours and information about the building. The student will provide support for special community events that occur in the building.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - The worker will assist kitchen staff with meal preparations, meal services, and table set-ups and tear-downs. Student will help prepare and serve food (under supervision), and clean kitchen and dining hall after dinner. - The student will also help administrative staff with special projects, mailings, calling students and donors, answering phones, responding to emails, and running errands. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Must work every Friday night during the school year (only 3 exceptions: Thanksgiving Break, Winter Break, and Spring Break) from 4pm until 10pm. - Work Jewish holiday meals or events. - Punctual, resourceful, customer-service focused. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Identify the relevance of the workplace etiquette skills they are gaining.
- Demonstrate the ability to use critical thinking skills when problems occur.
- Communicate effectively in a professional setting.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Recreation Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1000 Eleanor St. College Station TX 77845
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Recreation Assistant at the Lincoln Center would be responsible for the supervision of recreation activities for various Parks and Recreation Department programs, facilities and events under the direction of a department supervisor.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Meet and greet the public and serve customers. - Ensure and instruct patrons in the proper use of all equipment, supplies, and facilities. - Provide responsible safety measures and adequate supervision of patrons during indoor and outdoor recreational activities. - Inspect all equipment and supplies used daily and report any needed repairs to the Recreation Supervisor. - Teach and enforce all rules and regulations of activities, games and /or facility. - Conduct all disciplinary procedures in a timely manner, making a reasonable effort to contact an on-duty Recreation Supervisor and parents/guardians of the patron if s/he is a minor. - Perform other duties as assigned. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Preferred RPTS and Sports Management Majors.
- Experience working with youth and people of diverse backgrounds.
- Available to work weekends and evenings.
- Ability to work with only general direction and with minimal supervision.
- Excellent interpersonal skills.
- Expected work hours will be 19 hours/week on average. Work schedule will focus on either morning or afternoon shifts.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Communicate effectively in a professional setting.
- Demonstrate ability to interact respectfully with all people.
- Maintain and manage a variety of different tools and resources.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	ESIR Secretarial Office Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	9.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	804 Texas Ave, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The MHMR of the Brazos Valley ESIR Secretarial Office Assistant is part of our Emergency Services, Intakes and Referrals Department. This position's duties include greeting public, answering multi line phones, data entry, filing, assisting with reports, and other duties as		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Maybe first contact public has with MHMRABV. - Always greet public (in person and/or by phone) with dignity and respect. - Handle all walk-ins and phone calls as efficiently as possible. - Act as support for all departmental staff. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Reliable/good work ethic. - Knowledge of Excel & Word. - Ability to work independently. - Detail orientated. - Good organizational skills. - Good written and verbal skills. - Ability to lift 25 pounds. 		
SECTION FIVE			
Hiring Restrictions Tab			
LEARNING OUTCOMES:	<ul style="list-style-type: none"> - Demonstrate ability to do multiple tasks in a calm manner. - Communicate effectively in a professional setting. - Maintain and manage a variety of different tools and resources. 		



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Facilities & Vehicles Office Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	9.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	804 Texas Ave, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The MHMR of the Brazos Valley Facilities & Vehicles Office Assistant is part of our Facilities & Vehicles Department. This position assists department secretary with maintaining all aspects of documentation for maintenance and key assurance of facilities and vehicles; organize and maintain computer and hard copy filing systems for all. Also assist with reconciling invoices, answering switch board, and other general office work.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Student will maintain vehicle maintenance schedules-including but not limited to state inspections, license renewals and routine maintenance schedule. - Perform vehicle check out duties. - Maintain key assurance for facilities and vehicles. - Receive maintenance requests and assign maintenance requests to maintenance staff. - Organize and maintain computer and hard copy filing systems. - Assist with answering switchboard. - Assist with other tasks as requested. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Reliable/good work ethic. - Knowledge of Excel & Word. - Ability to work independently. - Detail orientated. - Good organizational skills. - Good written and verbal skills. - Ability to lift 25 pounds. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Demonstrate ability to do multiple tasks in a calm manner.
- Communicate effectively in a professional setting.
- Maintain and manage a variety of different tools and resources.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Human Resource Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	9.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	804 Texas Ave, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The MHMR of the Brazos Valley Human Resource Assistant is an integral part of the MHMRABV Human Resource Department. The position is ideal for those interested in the field of Human Resource Development.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Setting up new employee personnel files, maintaining and organizing existing personnel files, dismantling and tracking closed personnel files. - Producing and maintaining all paperwork and forms required for new & existing employees. - Point of contact for all student workers; setting up their files, tracking their documents, forms, and funds. - Assist with other tasks as requested. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Reliable/good work ethic. - Knowledge of Excel & Word. - Ability to work independently. - Detail orientated. - Good organizational skills. - Good written and verbal skills. - Ability to lift 25 pounds. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Accept and learn from criticism.
- Communicate effectively in a professional setting.
- Plan, organize, and prioritize work in a timely nature.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	IDD Services Office Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	9.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	804 Texas Ave, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The MHMR of the Brazos Valley IDD Services Office Assistant is part of our IDD Services Office. This position duties include general office work such as filing, copying, data entry, compiling & organizing as well as assisting with specific projects.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Student will assist Program Manager and staff with various office duties. - Duties include general office work such as filing, copying, data entry, compiling & organizing as well as assisting with specific projects. - Other tasks as requested. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Reliable/good work ethic. - Knowledge of Excel & Word. - Ability to work independently. - Detail orientated. - Good organizational skills. - Good written and verbal skills. - Ability to lift 25 pounds. 		
SECTION FIVE			
Hiring Restrictions Tab			
LEARNING OUTCOMES:	<ul style="list-style-type: none"> - Demonstrate ability to do multiple tasks in a calm manner. - Communicate effectively in a professional setting. - Maintain and manage a variety of different tools and resources. 		



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Medical Record Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	9.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	804 Texas Ave, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The MHMR of the Brazos Valley Medical Record Office Assistant is part of our Medical Records Office. This position duties include filing, making copies, pulling charts, assist with release of information requests.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assisting with all aspects of setting up, organizing, maintaining and disassembling consumer medical charts. - Assisting with processing requests for medical records. - Other tasks as requested. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Reliable/good work ethic. - Knowledge of Excel & Word. - Ability to work independently. - Detail orientated. - Good organizational skills. - Good written and verbal skills. - Ability to lift 25 pounds. 		
SECTION FIVE			
Hiring Restrictions Tab			
LEARNING OUTCOMES:	<ul style="list-style-type: none"> - Demonstrate ability to do multiple tasks in a calm manner. - Communicate effectively in a professional setting. - Maintain and manage a variety of different tools and resources. 		



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Medication Clinic Secretarial Office Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	9.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	804 Texas Ave, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The MHMR of the Brazos Valley Medication Clinic Secretarial Office Assistant is part of our Medication Clinic Office. This position team work as well as ability to work independently with the Medication Clinic Office.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assisting at front desk of medication clinic; answering phones, greeting consumers for appointments, setting up appointments. - Follow up with consumers by sending out appointment cards and calling to remind about consumers about appointments. - Assisting Med Clinic secretaries with various office duties. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Reliable/good work ethic. - Knowledge of Excel & Word. - Ability to work independently. - Detail orientated. - Good organizational skills. - Good written and verbal skills. - Ability to lift 25 pounds. 		
SECTION FIVE			
Hiring Restrictions Tab			
LEARNING OUTCOMES:	<ul style="list-style-type: none"> - Demonstrate ability to do multiple tasks in a calm manner. - Communicate effectively in a professional setting. - Maintain and manage a variety of different tools and resources. 		



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	MH Adults Secretarial Office Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	9.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	804 Texas Ave, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The MHMR of the Brazos Valley Adults Secretarial Office Assistant is part of our Mental Health Adult Office. This position needs team work as well as ability to work independently with the Mental Health Adults Office.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Completing on-line and paper filing. - Setting up and maintaining excel spreadsheets. - Assembling binders for new staff. - Checking charts in & out. - Processing discharge summaries. - Sending out contact letters to consumers. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Reliable/good work ethic. - Knowledge of Excel & Word. - Ability to work independently. - Detail orientated. - Good organizational skills. - Good written and verbal skills. - Ability to lift 25 pounds. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Demonstrate ability to do multiple tasks in a calm manner.
- Communicate effectively in a professional setting.
- Maintain and manage a variety of different tools and resources.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Staff Development, Volunteer & Marketing Office Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	9.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	804 Texas Ave, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The MHMR of the Brazos Valley Staff Development, Volunteer & Marketing Office Assistance is part of our Staff Development Department. This position requires candidates to consult regularly with Staff Development Coordinator, HR staff and all levels of management.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assist in preparation of materials for new hires, new employee orientations and training classes. - Database entry and maintenance. - Assist in preparation and set up for agency marketing & fundraising events as needed. - Assist with volunteer applications, orientation and all correspondence. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Reliable/good work ethic. - Knowledge of Excel & Word. - Ability to work independently. - Detail orientated. - Good organizational skills. - Good written and verbal skills. - Ability to lift 25 pounds. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Demonstrate ability to do multiple tasks in a calm manner.
- Communicate effectively in a professional setting.
- Maintain and manage a variety of different tools and resources.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Clerical Support	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	9.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	2424 Kent St, Bryan, TX 77802
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	The Scotty's House Clerical Support position performs a variety of administrative and operational duties to include answering phones, running errands and working on projects as assigned and involved in day-to-day functions of Scotty's House.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Answering incoming calls and greet clients in a friendly and professional manner. - Inventory and organize donations. - Assist with running errands. - Assist in preparing for agency meetings, luncheons, trainings and fund raising events. - Assist Forensic and Counseling staff by keeping playrooms organized and disinfected. - Completed special projects and other duties as assigned. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - Good interpersonal, written, and verbal communication skills. - This student must understand the importance of maintaining confidentiality. - This person should have a calm and kind demeanor when answering calls and greeting clients. - Deal effectively and courteously with co-workers. - Must have initiative and a good attitude. - Must have a good knowledge and be proficient in Microsoft Word, Excel and other office programs. - Must pass the DPS and CPS background checks. - This job requires your own transportation, driver's license and auto insurance. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Communicate effectively in a professional setting.
- Demonstrate the ability to maintain confidentiality of records in a work environment.
- Demonstrate awareness of how a non-profit businesses works.

Sexual Assault Resource Center Executive Assistant

Job Description:

The Sexual Assault Resource Center (SARC) is a non-profit agency that has been serving the Brazos Valley Community since 1983. The mission of the Sexual Assault Resource Center is to support survivors of sexual violence through advocacy, counseling, and crisis intervention and work to end sexual violence in the Brazos Valley. We are a passionate group of individuals that promotes and values diversity. At SARC, we strive to create a workplace that reflects the communities we serve and where everyone feels empowered to be themselves.

The Executive Assistant supports the leadership team of the Sexual Assault Resource Center. This position acts as a point of contact among the Executive Director, Directors and Managers, staff, clients, and other external partners. The Executive Assistant will be supervised by the Executive Director and work closely with the leadership team. The ideal candidate will have strong organizational skills and have a passion for our mission to end sexual violence in the Brazos Valley.

Essential Duties and Responsibilities:

- Oversee the guest experience at the organization ensuring a welcoming environment;
- Manage scheduling for the Executive Director, and leadership team as needed;
- Organize and prepare for leadership and board meetings including packet preparation, meeting logistics, reminders, and calendar invitations;
- Answer and respond to phone calls, relaying information to the leadership team;
- Assist the Executive Director with email inbox management, prioritizing emails and responding when necessary;
- Assists with copying, scanning, faxing, and sorting of files and records;
- Support hiring processes by maintaining job descriptions, posting open positions, accepting applications, and providing support for interviews, offers, and onboarding;
- Assist the Executive Director and Operations Manager in vendor management including scheduling appointments, tracking invoices, and other tasks;
- Support the programs and development teams in executing special events;
- Manage general office functions including maintaining the appearance of common areas, handling correspondence, and general office management;
- Manage office supply inventory and organization;
- Oversee general administrative correspondence and tasks, as needed.

Preferred Qualifications:

- Commitment to SARC's mission to support survivors of sexual violence and work to end sexual violence in the Brazos Valley.
- High school diploma with one year of related or equivalent experience preferred.
- Excellent organizational skills.
- Ability to function well in a high-paced environment.
- Computer skills and knowledge of Quickbooks, Google suite and Microsoft Office.

Sexual Assault Resource Center Receptionist

Job Description:

The Sexual Assault Resource Center (SARC) is a non-profit agency that has been serving the Brazos Valley Community since 1983. The mission of the Sexual Assault Resource Center is to support survivors of sexual violence through advocacy, counseling, and crisis intervention and work to end sexual violence in the Brazos Valley. We are a passionate group of individuals that promotes and values diversity. At SARC, we strive to create a workplace that reflects the communities we serve and where everyone feels empowered to be themselves.

The Receptionist ensures a welcoming environment for all clients and visitors to the Sexual Assault Resource Center. This position is a vital component to ensuring a healing environment from the moment the facility door is opened. The Receptionist will be supervised by the Operations Manager and work closely with the leadership team and Executive Assistant. The ideal candidate will have excellent relationship building skills and have a passion for our mission to end sexual violence in the Brazos Valley.

Essential Duties and Responsibilities:

- Serves visitors by greeting, welcoming, and directing them appropriately to create a welcoming environment for all guests;
- Assist visitors to the facility through tours;
- Informs visitors by answering or referring inquiries;
- Maintains security by following procedures;
- Answer and respond to phone calls and general emails, including the crisis hotline;
- Assists with a variety of administrative tasks including copying, faxing, scanning, and taking notes;
- Support general office functions including maintaining the appearance of common areas, handling correspondence, and general office management.

Preferred Qualifications:

- Commitment to SARC's mission to support survivors of sexual violence and work to end sexual violence in the Brazos Valley.
- High school diploma with one year of related or equivalent experience preferred.
- Excellent organizational skills.
- Excellent communication skills.
- Ability to function well in a high-paced environment.
- Computer skills and knowledge of Quickbooks, Google suite and Microsoft Office.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Sexual Assault Resource Center (SARC)	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	13.50	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	TBD	Physical Location:	Bryan, TX – Confidential Center
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	Front Desk Receptionist – This position will be a clerical position that will be responsible for all individuals that arrive at the Center, answering the 24/7 hotline during their shift coverage, and implementing the COVID sign-in procedures when entering the building.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<p>Greet all clients as they arrive in a friendly, courteous and professional manner</p> <p>Answering phone calls, follow-up calls to clients</p> <p>Routinely check and respond to work e-mail</p> <p>Document in the computer system all necessary demographic information</p> <p>Checking clients in/out, providing the appropriate paperwork</p> <p>During COVID: Making sure everyone entering the center follows best practices such as wearing a mask, taking temperature, and sanitizing hands.</p>		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

High School Diploma
1-3 years office experience or advocate interaction
Previous customer service experience
Must be able to effectively communicate with customers both in person, and over the telephone

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

Knowledge of service assault services
Understanding of our office systems
Clearly articulate in written and oral forms
Write and/or edit business communications materials when corresponding on SARC's Front Desk email
Communicate effectively in professional setting
Work with others to support survivors within a compassionate office setting
Show proficiency in current technologies
Recognize an ethical dilemma and apply rational decision-making in order to address it and consult supervisor
Accept and learn from constructive criticism
Demonstrate ability to interact respectfully with all people



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Donation Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1208 San Jacinto Ln, Bryan, TX 77801
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	Twin City Mission Donations Assistant provides direct support to the donations management assisting in the operations of the donation area. Duties to include quality control, handling, sorting, hanging, bagging, and boxing of donated goods.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Sort donated items for stores, community closets and recycle market. - Work with and oversee clients of TCM and community service persons. - Responsible for proper placement of sorted items. - Responsible to meet daily quotas. - Responsible to keep work area safe, clean and organized. - Work shifts in the resale stores when needed to include lunch relief, opening and closing of designated location. - To do other assigned task requested by the Donation Manager, Program Director or CEO. - To report to the Program Director or CEO any accidents, problems, actions or discrepancies that may affect Twin City Mission. - Maintain confidentiality regarding any client involved in Twin City Mission programs. - Compliance with all Twin City Mission Policy and Procedures. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- High School Diploma or GED and verifiable work related experience.
- Have valid Texas driver's license or have TXDL within three (3) months from date of hire.
- The ability to follow instructions.
- Be safety conscious.
- Be able to work in warehouse conditions, hot in summer and cold in the winter.
- Able to work respectfully with people of all income levels and ethnic backgrounds.
- Maintain insurability with Twin City Mission occupational and liability insurance.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Articulate decision making and critical thinking skills in daily work.
- Maintain and manage a variety of different tools and resources.
- Communicate effectively in a professional setting.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Online Retail Data Entry Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	2505 S. College, Bryan, TX 77801
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	Twin City Mission Data Entry Assistant provides direct support to the retain data entry management software.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - To be responsible for product listings for the online store. - Responsible for accuracy of listings, quality of photographs and pricing of listings. - To make sure daily listing quotas are met and shipping is on time 100% of the time. - Responsible to prepare and to turn in by due date accurate timesheets. - Responsible to meet and/or exceed income guidelines and quotas. - Responsible for helping Store Manager with merchandise control of store. - Responsible for safety, upkeep and appearance of store. - To do other assigned task or jobs requested by the Store Manager, Program Director or CEO. - To treat difficult customers with respect and dignity. - Responsible to report to Store Manager, Program Director or CEO any actions, problems, accidents or discrepancies that may affect Twin City Mission. - Maintain confidentiality regarding any client involved in Twin City Mission programs. - Compliance with all Twin City Mission Policy and Procedures. - Maintain a 99.9% positive feedback from online customers. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- High School Diploma or equivalent and two years' experience in sales related field.
- To be able to work a set schedule Monday through Friday with weekends off.
- Ability to deal with people of all levels, ages and ethnic backgrounds and provide excellent customer service.
- Have a general knowledge of clothing, furniture and household goods and values of such.
- Ability to type a minimum of 45 words per minute.
- Ability to be firm in a courteous manner.
- A high level of organizational skills and a drive to exceed daily quotas.
- Maintain insurability with Twin City Mission occupational and liability insurance.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Articulate decision making and critical thinking skills in daily work.
- Maintain and manage a variety of different tools and resources.
- Communicate effectively in a professional setting.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Relief Cashier	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal Community Service Work Study	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	424 N. Main, Bryan, TX 77803
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	Twin City Mission Relief Cashier provides direct support to the full-time cashiers during the day. Responsible for reporting to the Program Director or CEO on any actions, problems, accidents or discrepancies that may affect Twin City Mission.		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Provides lunch relief as cashier at stores when assigned. - Responsible for accuracy of cash register, money and daily receipts. - Responsible to prepare and to turn in by due date accurate daily, weekly, monthly reports and timesheets. - Responsible for the supervision of volunteer, community service and client workers, the time keeping and the accurate documentation required for each. - Responsible for merchandise control of store. - Responsible for safety, upkeep and appearance of store and grounds. 		
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:	<ul style="list-style-type: none"> - High School Diploma. - Two years of sales/customer service experience. - To be able to work a varied schedule Monday through Saturday with varied days off. - Ability to work with people of all educational levels, ages and ethnic backgrounds. - Have a general knowledge of clothing, furniture and household goods. - Have a pleasant personality and the ability to be firm in a courteous manner. - Have own transportation. 		

SECTION FIVE

Hiring Restrictions Tab

LEARNING OUTCOMES:

- Articulate decision making and critical thinking skills in daily work.
- Maintain and manage a variety of different tools and resources.
- Communicate effectively in a professional setting.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Administrative Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	14.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1716 Briarcrest Dr., Ste. 155, Bryan, TX 77802
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>United Way of the Brazos Valley's work-study employees provide direct support to the organization's management team. As the Administrative Assistant, you will report to the President & CEO and provide high-level support by performing clerical and administrative functions. You will provide support to the Management Team members to encourage communication between departments and implement best practices internally and externally.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Answering United Way's main administrative multi-line phone; greeting and assisting visitors to United Way facilities. - Assisting in preparing for meetings, presentations, etc., including copying, sorting and distributing materials. - Providing support to board and committees by assisting with general board and committee preparation and organization. - Providing support to President & CEO and management team in the planning and coordination of special events and meetings, as necessary. - Assisting in managing executive's schedule and communications. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Experience or interest in management, operations and nonprofit organizations.
- Knowledge of general computer programs (Outlook, Microsoft programs), website and social media platforms, and multi-line telephone.
- Eagerness to learn and engage with diverse populations.
- Reliable and dependable to provide support in a professional office environment.
- Able to attend committee meetings and United Way events, as necessary.
- Able to work at least 14-18 hours per week during the hours of 8:30 a.m. and 5:00 p.m. Monday to Friday. Occasional weekend hours available in relation to United Way events.
- Need to be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Maintain and manage a variety of different tools and resources.
- Demonstrate the ability to organize, prioritize, and delegate work in a team environment.
- Communicate effectively in a professional setting.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Communications Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1716 Briarcrest Dr., Ste. 155, Bryan, TX 77802
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>United Way of the Brazos Valley's work-study employees provide direct support to the organizations management team. As the Communications Assistant, serving under the supervision and guidance of the Communications & Outreach Manager, implement communications strategies through marketing efforts that will make the Brazos Valley community aware of the UWBV's vision, mission, and message.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assist in the management and coordination of Branding and Communications Committee planning, agenda preparation, volunteer satisfaction, meeting documentation and follow up. - Assist UWBV Staff and Volunteers in the planning of Community Events promoting United Way efforts. - Attend community events with Communications & Outreach Manager. - Ensure that United Way's commitment to diversity is represented, as appropriate, in all communications and that all publications are provided in accessible formats. - Answer and route incoming calls for the United Way of the Brazos Valley. - Assist with Communications & Outreach Manager on projects as needed. - Develop a summary document of what they have learned and completed during their time as a work study. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Experience or interest in communications and marketing, including answering a multi-line telephone.
- Knowledge of general computer programs (Outlook, Microsoft programs), website and social media platforms, multi-line telephone.
- Knowledge of AP Style preferred.
- Ability to attend committee meetings and United Way events, as necessary.
- Need to be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Communicate effectively in a professional setting.
- Demonstrate the ability to create strategic marketing plans.
- Demonstrate the ability to organize, prioritize, and delegate work in a team environment.



Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:	02-415900-00000	Job Family:	Student Worker Work Study
Business Title:	Executive Assistant	Part of Job Family Group:	TAMUS
Job Profile Title:	Federal College Work Study-Community Service	Worker Type:	Student Worker
Starting Hourly Wage:	10.00	Time Type:	Part-Time
Pay Rate Type:	Hourly	Campus Location:	College Station TAMU
Scheduled Weekly Hours:	15	Physical Location:	1716 Briarcrest Dr., Ste. 155, Bryan, TX 77802
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:	<p>United Way of the Brazos Valley's work-study employees provide direct support to the organizations management team. As the Executive Assistant, you will report directly to the President & CEO and provide high-level support by researching, preparing reports and performing clerical functions. You will act as the administrative coordinator to the President & CEO and Management Team members to encourage communication between departments and implement best practices internally and externally.</p>		
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Answering United Way's main administrative multi-line phone; greeting and assisting visitors to United Way facilities. - Assisting in preparing for meetings, presentations, etc., including copying, sorting and distributing materials. - Providing support to board and committees by assisting with general board and committee preparation and organization. - Providing support to President & CEO and management team in the planning and coordination of special events and meetings, as necessary. - Assisting in managing executive's schedule and communications. - Identifying and utilizing community resources to recruit and encourage volunteerism; overseeing United Way's internal use and management of volunteers; provide initial screening and vetting of volunteers and student interns. 		

SECTION FOUR**Hiring Restrictions Tab****GENERAL
QUALIFICATIONS:**

- Experience or interest in communications and marketing, including answering a multi-line telephone.
- Knowledge of general computer programs (Outlook, Microsoft programs), website and social media platforms, multi-line telephone.
- Knowledge of AP Style preferred.
- Ability to attend committee meetings and United Way events, as necessary.
- Need to be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

SECTION FIVE**Hiring Restrictions Tab****LEARNING OUTCOMES:**

- Maintain and manage a variety of different tools and resources.
- Demonstrate the ability to organize, prioritize, and delegate work in a team environment.
- Communicate effectively in a professional setting.