

Student Job #	Student Job Title	Student Job Description	Pay Grade	Pay Range
JOB001	Student Campus Host	A campus host will be responsible for hosting visiting prospective students.	01	\$6.55 to \$7.25
JOB002	Student Office Support	Students who do office support will perform various tasks as needed by the department. Tasks may include answering phones, opening mail, photocopying, filing, mailings, data entry, and other duties as assigned.	01	\$6.55 to \$7.25
JOB003	Student Assistant	A student assistant will perform various non-clerical tasks as needed by the department.	01	\$6.55 to \$7.25
JOB004	Student Lawrentian Support	Student Newspaper Support will assist with tasks required to publish the weekly student newspaper.	01	\$6.55 to \$7.25
JOB005	Student Monitor-Art Center	Student Monitor-Art Center will be responsible for security in the studio art area of Wriston Art Center. Studio art and art history majors/minors preferred. Must have studio art class experience.	01	\$6.55 to \$7.25
JOB006	Student Phonathon Trainee	Student Phonathon Trainee will train to be a phonathon caller. Usually two to four 2.5 hour shifts of training are required before a trainee is prepared to call alumni.	01	\$6.55 to \$7.25
JOB007	Student RLA		01	\$6.55 to \$7.25
JOB008	Student RLM		01	\$6.55 to \$7.25
JOB009	Student Desk Clerk	Student Desk Clerk will monitor the front desk and perform other duties assigned to that position.	01	\$6.55 to \$7.25
JOB010	Student Dining Service Worker	Student Food Service Worker will include dishroom staff, food runners, salad bar attendants, tray clear/return staff, cook's helper and baker's helper as well as catering service staff. More information about each of these positions is available by conta	02	\$6.55 to \$8.00
JOB011	Student Bartender	Student Bartender will provide service to customers in the Viking Room.	01	\$6.55 to \$7.25
JOB012	Student Store Clerk	Student Store Clerk will assist customers, operate the register and perform other duties as assigned.	01	\$6.55 to \$7.25
JOB013	Student VRL Assistant	Student VRL Assistant will assist with a variety of tasks in the Visual Resources Library.	01	\$6.55 to \$7.25
JOB014	Student Usher	Student Usher will arrive for events one-half hour before performance. Make sure hall is in good condition. Open hall for audience arrival, hand out programs, monitor doors during performance, and straighten hall after performance.	01	\$6.55 to \$7.25
JOB015	Student Custodian	Student Custodian will be responsible for emptying trash and recycling, vacuuming, sweeping and mopping areas, and other basic cleaning tasks.	02	\$6.55 to \$8.00
JOB016	Student Grounds Worker	Student Grounds Worker will assist Lawrence grounds crew personnel. During winter months this may include maintenance of outdoor ice rink.	02	\$6.55 to \$8.00
JOB017	Student MatrIs. Handling Asst.	Student Materials Handling Assistant will have a valid drivers license and be a registered L.U. Driver. Must be able to lift 100 lbs.	02	\$6.55 to \$8.00
JOB018	Student Tutor	Student Tutor will tutor other students, generally in lower level courses.	02	\$6.55 to \$8.00
JOB019	Student Music Assistant	Student Music Assistant will perform various duties which may include classroom set-up, updating database, scheduling, and other duties as needed.	02	\$6.55 to \$8.00
JOB020	Student Head Usher	Student Head Usher will act as lead to other student ushers.	02	\$6.55 to \$8.00

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JOB021	Student Teaching Assistant	Student Teaching Assistant will assist faculty in teaching of courses.	02	\$6.55 to \$8.00
JOB022	Student Lawrentian Editor	Student Editor will write articles and perform editing duties for the student newspaper.	02	\$6.55 to \$8.00
JOB023	Student Athletic Team Manager	Student Athletic Team Manager will attend all assigned sport practices and games.	02	\$6.55 to \$8.00
JOB024	Student Models-Art	Student Models-Art will be a figure model during drawing and painting classes.	02	\$6.55 to \$8.00
JOB025	Student Lifeguard	Student Lifeguard must be CPR certified and trained in rescue skills both in and out of the water. Maintain safe operation principles of the pool using surveillance skills to help recognize and prevent injuries.	03	\$6.55 to \$8.75
JOB026	Student Phonathon Manager	Phonathon Manager will handle day-to-day shift operations, assist in caller training, evaluate and coach callers. This position is held concurrently with Phonathon Caller.	03	\$6.55 to \$8.75
JOB027	Student Grader	Student Grader will assist faculty with providing feedback on non-graded assignments.	03	\$6.55 to \$8.75
JOB028	Student Head RLA		03	\$6.55 to \$8.75
JOB029	Student Manager/Supervisor	Student Manager will be responsible for overseeing activies or materials within the department they are hired.	03	\$6.55 to \$8.75
JOB030	Student Lab Assistant	Student Lab Assistant will assist in maintaining lab. Duties may include basic collections management, assisting departmental faculty with projects, routine maintenance of departmental equipment, and assisting other students.	03	\$6.55 to \$8.75
JOB031	Student Microcomputer Assist.	Student Microcomputer Assistant will work with the Microcomputer Specialists to address any problems with desktop computers that arise on campus. As a Microcomputer Assistant, you will spend much of your time fixing problems on lab, staff, and faculty com	03	\$6.55 to \$8.75
JOB032	Student Athletic Trainer	Student Athletic Trainer will attend all assigned team practices and games and assist with training as needed and as assigned by head athletics trainer.	03	\$6.55 to \$8.75
JOB033	Student Tour Guide	Student Tour Guide will give campus tours to visiting prospective students and their families. The tour guides also assist with many other outreach activities - sitting on student panels on visit days, having lunch with visiting high school guidance couns	01	\$6.55 to \$7.25
JOB034	Student Athletic Recruiter	Student Athletic Recruiter will assist coaching staff with the recruitment of student athletes. Involves calling, writing postcards, hosting students, etc.	01	\$6.55 to \$7.25
JOB035	Student Phonathon Caller	Student Phonathon Caller will contact alumni, parents and friends of the college to update personal information, share Lawrence news and events, and solicit gifts to the Lawrence Fund or for special projects.	02	\$6.55 to \$8.00
JOB036	Student Lab Runner	Student Computer Lab Monitor/Runner will be responsible for monitoring the public computer labs during business hours and/or on the weekends and reporting any problems via e-mail to the helpdesk. Monitors/Runners ensure that public computer labs are kept	01	\$6.55 to \$7.25

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JOB037	Student IT Helpdesk Analyst	Student IT Helpdesk Analysts work with the Helpdesk Coordinator to ensure that all questions or problems that come to the Helpdesk via telephone, e-mail, voicemail and walk-ins are addressed in a timely, accurate, efficient and friendly manner.	02	\$6.55 to \$8.00
JOB038	Student Gallery Guard-Art	Student Gallery Guard-Art will guard the gallery during open hours and evening opening receptions; maintain security of artworks and exhibits; open and close the gallery using the security system; keep track of visitors and respond to inquiries; monitor I	01	\$6.55 to \$7.25
JOB039	Student Caller-Admissions	Student Caller-Admissions will call prospective students to talk about Lawrence and their college search. Callers may also send postcards or emails to prospective students.	01	\$6.55 to \$7.25
JOB040	Student Library Assistant	Student Library Assistant will perform various duties within the library department they are hired. Such duties may include receiving, processing and shelving materials, photocopying, filing, processing paperwork, etc.	01	\$6.55 to \$7.25
JOB041	Student Multi Media Specialist	Student Multimedia Specialist will ensure that multimedia/AV equipment across campus is clean, working properly and connected to the network. Responsibilities also include setting up equipment for meetings after hours or over the weekend, as well as modifying posted directions for using equipment to ensure they are correct and easy to understand.	02	\$6.55 to \$8.00
JOB042	Student Stage Crew	Student Stage Crew will be responsible for the running of shows in Stansbury & Cloak.	01	\$6.55 to \$7.25
JOB043	Student Web Developer	Student Web Developer will be responsible for maintenance and updates of the department website.	02	\$6.55 to \$8.00
JOB044	Student Host Coordinator	Student Host Coordinator will be responsible for assisting with hiring and training of lunch and overnight hosts, oversee the lunch hosting schedule, find and match overnight hosts to visiting prospective students, and to convey information to both the lunch and overnight hosts.	01	\$6.55 to \$7.25
JOB045	Student Mail Room Assistant	Student Mail Room Assistant will sort and deliver mail around campus to offices and residences. Valid Driver's License a MUST!	01	\$6.55 to \$7.25
JOB046	Student Game Concessions Asst.	Student Game Concessions Assistant will assist with set-up, tear-down, sales and game concession stand (other than football).	01	\$6.55 to \$7.25
JOB047	Student Switchboard Operator	Student Switchboard Operator will be responsible for Lawrence's main phone. The position is staffed from 8 am to 5 pm weekdays only. The operator's main responsibility is to transfer calls to various offices and people on campus. Side projects may be assigned.	01	\$6.55 to \$7.25
JOB048	Student Specialized Assistant	Student Specialized Assistant will perform a variety of tasks based on the needs of the department. Specialized skills, such as providing outreach or training, maintaining department files, supervision duties, etc. are required.	02	\$6.55 to \$8.00
JOB049	Student Laundry	Student Laundry Assistant will do team laundry, wash and dry uniforms	01	\$6.55 to \$7.25
JOB050	Student Research Assistant	Research Assistant will assist departmental faculty with research projects including data collection, data analysis, and equipment maintenance.	03	\$6.55 to \$8.75

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JOB051	Student Monitor	Student Monitor will monitor after hours admittance to buildings.	01	\$6.55 to \$7.25
JOB052	Student Accompanist	Student Accompanist will serve as accompanist for students/studio/classes/ensembles/opera/music theater as assigned by piano department.	03	\$6.55 to \$8.75
JOB053	Student Faculty Research Asst.	Student Faculty Research Assistant will assist in research and writing on book projects.	01	\$6.55 to \$7.25
JOB055	Student Events/Game Management	Student Event Set Up/Tear Down/Game Management will set-up, tear-down, and assist with games as needed.	01	\$6.55 to \$7.25
JOB056	Student Equipment Room Worker	Student Equipment Room Worker will prepare locker bins with pins sets, etc. as directed by the equipment manager.	01	\$6.55 to \$7.25
JOB057	Student Painter	Student painter will perform various duties such as scraping, painting, varnishing, plaster work and drywall patching.	02	\$6.55 to \$8.00
JOB058	Student London Centre Rep.	The Off-Campus Programs Office in the International House is seeking a London Centre Alumni to be a student assistant and Appleton campus Centre representative. Responsibilities will include developing and distributing marketing material, hosting informat	02	\$6.55 to \$8.00
JOB059	Student Language Assistant	Student Language Assistant will assist faculty with translation.	02	\$6.55 to \$8.00
JOB061	Student Maintenance Helper	Student Maintenance will serve as a helper to trades personnel, plumbers, carpenters, HVAC and electricians. Will perform general labor type duties.	02	\$6.55 to \$8.00
JOB062	Student Music Library Asst.	Student will assist in the Music Library	02	\$6.55 to \$8.00
JOB064	Student VCSC Coordinator	Student VSCS Coordinators will be responsible for one of the following duties: Student Events Coordinator, Student Organization Liason, or Student LARY Buddy Program Coordinator	01	\$6.55 to \$7.25
JOB065	Student Intern	A student intern will assist with various higher level tasks within the department. A detailed job description is available from the position supervisor.	03	\$6.55 to \$8.75
JOB066	Student Graphic Design Assist.	Student Graphic Design/Communications Assistant will assist Art Director and Graphic Designer by designing and producing various types of print publications, archiving image CD's, organizing files (electronic and paper) and print samples.	02	\$6.55 to \$8.00