Community Service Program
Agency Information & Position Descriptions

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- George Bush Presidential Library and Museum
- Habitat for Humanity
- Hillel of TAMU
- Lincoln Center
- MHMR Authority of the Brazos Valley
- Scotty’s House
- Twin City Mission
- United Way of the Brazos Valley
Aggie Mentor Program

Website:
https://bcollegiate.bryanisd.org/
https://bryanhs.bryanisd.org/
https://rudderhs.bryanisd.org/

Mission Statement: Aggie Mentors guide Bryan High School students through the school’s Go Center, leading the students through the college application process. Mentors will be motivating students to apply to college, seek scholarship opportunities, and tutor them in high school subjects.

Job Positions:
Aggie Mentor -
Bryan High School
Bryan Collegiate High School
Rudder High School
# Student Employee Position Description Form

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

<table>
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<td>Job Profile Title:</td>
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## SECTION TWO

**Hiring Restrictions Tab**

**Job Description Summary:** 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.

## SECTION THREE

**Hiring Restrictions Tab**

**Roles and Responsibilities:**
- 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/TAFSA.
- Be willing to share your skills, knowledge, and personal experiences for student success.
### SECTION FOUR

**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

**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

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**ROLES AND RESPONSIBILITIES:**
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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.

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**Hiring Restrictions Tab**

**ROLES AND RESPONSIBILITIES:**
- Guide students through career exploration process.
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| | - 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. |
Website:

https://www.acbv.org/

Mission Statement:

The Arts Council of Brazos Valley, a non-profit organization, was chartered in 1970 by a group of visionary local arts patrons with the purpose of establishing a leadership role in organizing local arts advocacy efforts and fostering a true community for the arts. Over 45 years later, The Arts Council has grown to serve the 5,000 square mile Brazos Valley region and, since 2008, has provided over $4,000,000 in direct funding support to arts organizations throughout the Brazos Valley. Governed by a board of community leaders, The Arts Council continues to faithfully serve as the lead advocate for all arts and culture efforts in Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington counties by providing innovative and impactful artistic opportunities to residents and visitors of the region. For 50 years The Arts Council has served the community with one driving mission: to make the arts accessible to all residents and visitors of the Brazos Valley through funding, promotion, advocacy, professional development and partnership building programs. We are a multifaceted arts organization supporting over 60 affiliate arts, culture and heritage organizations, regional artists and creative businesses, over 350,000 residents in seven counties, Texas A&M University, Blinn College and over 3.5 million Brazos Valley regional visitors annually.

Job Positions:

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

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</table>

**SECTION TWO**

**Hiring Restrictions Tab**

**Job Description Summary:**

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.

**SECTION THREE**

**Hiring Restrictions Tab**

**ROLES AND RESPONSIBILITIES:**

- 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
- Organize and create digital files on drive
- Work with other team members to develop marketing and other publication materials
- Perform other duties as assigned

**SECTION FOUR**

**Hiring Restrictions Tab**

**GENERAL QUALIFICATIONS:**
- 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

**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
Website:  http://www.brazoscountytx.gov/

Mission Statement:
Brazos County is a county located in the State of Texas. As of the 2010 census, its population was 194,851. The population estimate as of November 2018 was 226,099. The county seat is in Bryan, Texas. Along with the Brazoria County, the county is name for the Brazos River. The county was formed in 1841 and was organized in 1843. Brazos County is a part of the Bryan and College Station, Texas Metropolitan Statistical Area.

Job Positions:
- Human Resource Student Assistant
- Justice of the Peace, Pct. 1 Student Assistant
- Justice of the Peace, Pct. 4 Student Assistant
- Network Student Assistant
- Sheriff’s Office Intern
- Sheriff’s Office Social Media Intern
# Student Employee Position Description Form

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## SECTION TWO

### Hiring Restrictions Tab

**Job Description Summary:**
The 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:**
- 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)

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## SECTION TWO

### Hiring Restrictions Tab

**Job Description Summary:**
The 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:**
- 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:**
- 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.
| 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)

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**Hiring Restrictions Tab**

**Job Description Summary:** The 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:**
- 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:**
- 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.
### Learning Outcomes:

- Formulate a plan of personal goals for continued professional growth.
- Communicate effectively in a professional setting.
- Listen actively and critically.
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<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>205 E 27th St., Bryan, TX, 77803</td>
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## SECTION TWO

**Hiring Restrictions Tab**

**Job Description Summary:** The 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:**
- 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:**
- 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.
### 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

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## SECTION TWO

**Hiring Restrictions Tab**

### Job Description Summary:
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.

## SECTION THREE

**Hiring Restrictions Tab**

### ROLES AND RESPONSIBILITIES:
- 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.
### SECTION ONE (to be completed ONLY when creating a new position)

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
<th>02-415900-00000</th>
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<tbody>
<tr>
<td>Business Title:</td>
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<td>Job Profile Title:</td>
<td>Federal College Work Study-Community Service</td>
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<td>Starting Hourly Wage:</td>
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<tr>
<td>Pay Rate Type:</td>
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<td>Campus Location:</td>
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<tr>
<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>1700 TX-21, Bryan, TX 77803</td>
</tr>
</tbody>
</table>

### SECTION TWO

**Hiring Restrictions Tab**

**Job Description Summary:**

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.

### SECTION THREE

**Hiring Restrictions Tab**

**ROLES AND RESPONSIBILITIES:**

- 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.
Boys & Girls Club of Brazos Valley

**Website:** [https://www.bgcbv.org/](https://www.bgcbv.org/)

**Mission Statement:** The Boys & Girls Clubs of the Brazos Valley provides a space for youth to grow and experience life-enhancing opportunities. Dedicated to helping youth grow the necessary skills to grow into professional adults.

**Job Positions:**
- Administrative Assistant
- Front Desk/Office Assistant
- Youth Development Professional
# Student Employee Position Description Form

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

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
<th>02-415900-00000</th>
<th>Job Family:</th>
<th>Student Worker Work Study</th>
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</thead>
<tbody>
<tr>
<td>Business Title:</td>
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<td>Job Profile Title:</td>
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<td>Worker Type:</td>
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<td>Starting Hourly Wage:</td>
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<td>Pay Rate Type:</td>
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<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>900 W William Joel Bryan Pkwy, Bryan, TX 77803</td>
</tr>
</tbody>
</table>

## SECTION TWO

**Hiring Restrictions Tab**

| Job Description Summary: | The 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:**
- 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:**
- 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.
| 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. |
### SECTION ONE (to be completed ONLY when creating a new position)

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
<th>02-415900-00000</th>
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<tbody>
<tr>
<td>Business Title:</td>
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</tr>
</tbody>
</table>

### SECTION TWO

**Hiring Restrictions Tab**

**Job Description Summary:**
The 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:**
- 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:**
- 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:**
- 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)

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
<th>02-415900-00000</th>
<th>Job Family:</th>
<th>Student Worker Work Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Title:</td>
<td>Youth Development Assistant</td>
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<td>Job Profile Title:</td>
<td>Federal College Work Study-Community Service</td>
<td>Worker Type:</td>
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<tr>
<td>Starting Hourly Wage:</td>
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<td>Physical Location:</td>
<td>900 W William Joel Bryan Pkwy, Bryan, TX 77803</td>
</tr>
</tbody>
</table>

## SECTION TWO

**Hiring Restrictions Tab**

**Job Description Summary:**
The 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:**
- 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:**
- 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:**
- 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.
Brazos Valley Food Bank

Website: https://www.bvfb.org/

Mission Statement: The Boys & Girls Clubs of the Brazos Valley provides a space for youth to grow and experience life-enhancing opportunities. Dedicated to helping youth grow the necessary skills to grow into professional adults.

Job Positions:
  Assembly Coordinator Assistant
  Warehouse Assistant
## Student Employee Position Description Form

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

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
<th>02-415900-00000</th>
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<td>Job Profile Title:</td>
<td>Federal College Work Study-Community Service</td>
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<td>College Station TAMU</td>
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<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>1501 Independence Ave, Bryan, TX 77803</td>
</tr>
</tbody>
</table>

### 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:**

- TRAINING VOLUNTEERS
  - 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

- QUALITY CONTROL
  - 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

- OPERATE VOLUNTEER EQUIPMENT (training provided)
  - 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)

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
<th>02-415900-00000</th>
<th>Job Family:</th>
<th>Student Worker Work Study</th>
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<tbody>
<tr>
<td>Business Title:</td>
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<td>Job Profile Title:</td>
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<td>Worker Type:</td>
<td>Student Worker</td>
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<tr>
<td>Starting Hourly Wage:</td>
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<td>Time Type:</td>
<td>Part-Time</td>
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<tr>
<td>Pay Rate Type:</td>
<td>Hourly</td>
<td>Campus Location:</td>
<td>College Station TAMU</td>
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<tr>
<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>1501 Independence Ave, Bryan, TX 77803</td>
</tr>
</tbody>
</table>

## 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:**
- 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 business works.
City of Bryan

Website: https://www.bryantx.gov/

Missions Statement: The City of Bryan is driven to serve the community and does so through all its departments. The city is dedicated to provide the best services, communication, and progress for the City of Bryan citizens.

Job Positions:
- Accounting Clerk
- Administrative-Clerical Student Worker
- Animal Care Technician
- Bryan Texas Utilities Electrical Engineering Assistant
- Bryan Texas Utilities Engineering Assistant
- Bryan Texas Utilities GIS Student Analyst
- Communications & Marketing Assistant
- Community Development Program Assistant
- Engineering Intern
- Human Resource Clerk
- Parks & Recreation Front Desk Clerk
- Parks & Recreation Program Assistant
**Student Employee Position Description Form**

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

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
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<td>Worker Type:</td>
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<td>College Station TAMU</td>
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<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>City of Bryan - City Hall - 300 S. Texas Ave, Bryan, TX 77803</td>
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</table>

### SECTION TWO

**Hiring Restrictions Tab**

**Job Description Summary:**  
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.

### SECTION THREE

**Hiring Restrictions Tab**

**Roles and Responsibilities:**  
- 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.
### SECTION ONE (to be completed ONLY when creating a new position)

<table>
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<th>Supervisory Organization:</th>
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<td>Job Family:</td>
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<tr>
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<td>Worker Type:</td>
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<td>Starting Hourly Wage:</td>
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<td>Time Type:</td>
<td>Part-Time</td>
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<td>Pay Rate Type:</td>
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<td>Campus Location:</td>
<td>College Station TAMU</td>
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<td>Scheduled Weekly Hours:</td>
<td>15</td>
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<tr>
<td>Physical Location:</td>
<td>City of Bryan - Fleet Services, 309 E. MLK, Bryan, TX 77803</td>
</tr>
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</table>

### SECTION TWO

**Hiring Restrictions Tab**

**Job Description Summary:**
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.

### SECTION THREE

**Hiring Restrictions Tab**

**Roles and Responsibilities:**
- 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**

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

### SECTION FIVE

**Hiring Restrictions Tab**

<table>
<thead>
<tr>
<th><strong>LEARNING OUTCOMES:</strong></th>
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</thead>
<tbody>
<tr>
<td>- Work with others to support a shared purpose or goal.</td>
</tr>
<tr>
<td>- Communicate effectively in a professional setting.</td>
</tr>
<tr>
<td>- Articulate thoughts clearly and effectively in oral form.</td>
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<tr>
<td>- Demonstrate the ability to assist others with the using of a variety of tools and resources.</td>
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<tr>
<td>Supervisory Organization:</td>
</tr>
<tr>
<td>--------------------------</td>
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<tr>
<td>Business Title:</td>
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<tr>
<td>Pay Rate Type:</td>
</tr>
<tr>
<td>Scheduled Weekly Hours:</td>
</tr>
</tbody>
</table>

**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:**

- 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**

<table>
<thead>
<tr>
<th>GENERAL QUALIFICATIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Must provide your own transportation.</td>
</tr>
<tr>
<td>- Able to lift 50 lbs.</td>
</tr>
<tr>
<td>- Student must have valid driver's license.</td>
</tr>
<tr>
<td>- Able to use all tools and equipment appropriate to job responsibilities.</td>
</tr>
<tr>
<td>- Utilize good public relations skills.</td>
</tr>
<tr>
<td>- Handle animals appropriately.</td>
</tr>
</tbody>
</table>

### SECTION FIVE

**Hiring Restrictions Tab**

<table>
<thead>
<tr>
<th>LEARNING OUTCOMES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Demonstrate ability to follow safety regulations.</td>
</tr>
<tr>
<td>- Listen actively and critically.</td>
</tr>
<tr>
<td>- Communicate effectively in a professional setting.</td>
</tr>
</tbody>
</table>
# Student Employee Position Description Form

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

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
<th>02-415900-00000</th>
<th>Job Family:</th>
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<tbody>
<tr>
<td>Business Title:</td>
<td>Electrical Engineering Assistant</td>
<td>Part of Job Family Group:</td>
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<td>Job Profile Title:</td>
<td>Federal College Work Study - Community Service</td>
<td>Worker Type:</td>
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<tr>
<td>Starting Hourly Wage:</td>
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<td>Time Type:</td>
<td>Part-Time</td>
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<tr>
<td>Pay Rate Type:</td>
<td>Hourly</td>
<td>Campus Location:</td>
<td>College Station TAMU</td>
</tr>
<tr>
<td>Scheduled Weekly Hours:</td>
<td>15</td>
<td>Physical Location:</td>
<td>2200 Fountain Ave. Bryan, TX 77802</td>
</tr>
</tbody>
</table>

## 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:**
- 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:**
- 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.
### 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)

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
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<td>Job Profile Title:</td>
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<tr>
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<td>Pay Rate Type:</td>
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<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>205 E. 28th Street Bryan, TX 77803</td>
</tr>
</tbody>
</table>

## 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:**
- 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:**
- 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
- Prefer a college student taking sophomore or higher engineering courses.

<table>
<thead>
<tr>
<th>LEARNING OUTCOMES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Demonstrate the ability to follow engineering standards.</td>
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Student Employee Position Description Form

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<tbody>
<tr>
<td>Job Family:</td>
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<tr>
<td>Business Title:</td>
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<tr>
<td>Part of Job Family Group:</td>
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<tr>
<td>Job Profile Title:</td>
<td>Federal College Work Study-Community Service</td>
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<tr>
<td>Worker Type:</td>
<td>Student Worker</td>
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<tr>
<td>Starting Hourly Wage:</td>
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<td>Scheduled Weekly Hours:</td>
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<tr>
<td>Physical Location:</td>
<td>630 Atkins St. Bryan, TX 77802</td>
</tr>
</tbody>
</table>

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:
- 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)

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
<th>02-415900-00000</th>
<th>Job Family:</th>
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<tbody>
<tr>
<td>Business Title:</td>
<td>Communications &amp; Marketing Assistant</td>
<td>Part of Job Family Group:</td>
<td>TAMUS</td>
</tr>
<tr>
<td>Job Profile Title:</td>
<td>Federal College Work Study-Community Service</td>
<td>Worker Type:</td>
<td>Student Worker</td>
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<tr>
<td>Starting Hourly Wage:</td>
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<td>Time Type:</td>
<td>Part-Time</td>
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<td>300 S. Texas Ave. Bryan, TX 77803</td>
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SECTION TWO

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<td>Job Description Summary:</td>
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SECTION THREE

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<tbody>
<tr>
<td>ROLES AND RESPONSIBILITIES:</td>
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</tbody>
</table>
### SECTION FOUR

**Hiring Restrictions Tab**

| **GENERAL QUALIFICATIONS:** | Ability to work between 15-20 hours/week with flexible hours Monday-Friday, 8am-5pm. 
Applicants for this position must be a current college student working toward a degree in communications, marketing, graphic design, English, public administration or a similar field of study. 
Must have a valid driver’s license with a good driving record, as measured by the city's evaluation system. 
Knowledge of: 
- Correct English usage, spelling and grammar. (Knowledge of AP style preferred) 
- The use of social media platforms for business, including Facebook, Twitter and Instagram. 
- Basic marketing and promotional strategies 
Skills: 
- Strong verbal and written communications skills 
- Strong organizational skills and attention to detail 
- Strong computer skills in Microsoft Word, Excel and PowerPoint. 
- Skill in Adobe InDesign, Illustrator and Photoshop preferred. 
Ability to: 
- Be a self-starter and work independently, without constant direction. 
- Work under pressure and meet strict deadlines 
- Communicate effectively, both orally and in writing. |

### 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)

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
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<th>Student Worker Work Study</th>
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<tbody>
<tr>
<td>Business Title:</td>
<td>Community Development Assistant</td>
<td>Part of Job Family Group:</td>
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<tr>
<td>Job Profile Title:</td>
<td>Federal College Work Study-Community Service</td>
<td>Worker Type:</td>
<td>Student Worker</td>
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<tr>
<td>Starting Hourly Wage:</td>
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<td>Time Type:</td>
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<td>Pay Rate Type:</td>
<td>Hourly</td>
<td>Campus Location:</td>
<td>College Station TAMU</td>
</tr>
<tr>
<td>Scheduled Weekly Hours:</td>
<td>15</td>
<td>Physical Location:</td>
<td>1803 Greenfield Plaza Bryan, TX 77802</td>
</tr>
</tbody>
</table>

## 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:**

- Review, collect, sort and/or check client and project data on:
  - Housing assistance programs; public service agency programs; public facility projects; research in support of program efforts and program outreach.
- Provide customer service, clerical and administrative support, record keeping, and filing for:
  - Department managers, office co-workers, program clients, and citizens.
- Is expected to:
  - 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. |
### SECTION ONE (to be completed ONLY when creating a new position)

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
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<tbody>
<tr>
<td>Business Title:</td>
<td>Engineering Intern</td>
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<td>Job Profile Title:</td>
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<td>Worker Type:</td>
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<td>Starting Hourly Wage:</td>
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<td>Hourly</td>
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<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>1803 Greenfield Plaza Bryan, TX 77802</td>
</tr>
</tbody>
</table>

### 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:**
- 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:**
- 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.
| 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)

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<td>Job Profile Title:</td>
<td>Federal College Work Study-Community Service</td>
<td>Worker Type:</td>
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<td>Starting Hourly Wage:</td>
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<td>300 S. Texas Avenue, Bryan, TX 77802</td>
</tr>
</tbody>
</table>

### 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:**

- The Human Resources Clerk performs a variety of administrative and operational duties as developed and assigned by the Human Resources Services Manager, to include:
  - 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)

<table>
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<tr>
<th>Supervisory Organization:</th>
<th>02-415900-00000</th>
<th>Job Family:</th>
<th>Student Worker Work Study</th>
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<tbody>
<tr>
<td>Business Title:</td>
<td>Parks &amp; Recreation Front Desk Clerk</td>
<td>Part of Job Family Group:</td>
<td>TAMUS</td>
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<tr>
<td>Job Profile Title:</td>
<td>Federal College Work Study-Community Service</td>
<td>Worker Type:</td>
<td>Student Worker</td>
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<tr>
<td>Starting Hourly Wage:</td>
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<tr>
<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>City of Bryan Parks &amp; Rec Dept: 1309 E. Martin Luther King Blvd</td>
</tr>
</tbody>
</table>

## SECTION TWO

### Hiring Restrictions Tab

**Job Description Summary:**
The Front Desk Clerk provides information to the public regarding the Parks and Recreation Department's available facilities, activities and programs.

## SECTION THREE

### Hiring Restrictions Tab

**ROLES AND RESPONSIBILITIES:**
- 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 course registrations, park reservations, and permits; accounts for all existing working cash assigned and revenues generated during scheduled shift.
- Educates patrons on park 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, and submits/deposits such records to the proper person or office.
- Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, and maintaining files and records.
- Maintains a clean and neat office/work space.
- Responds quickly to all emergency situations as needed.
- Attends training sessions and staff meetings as scheduled.
- Performs related duties as required.
- May be assigned to assist with recreation programs, leagues and special events, or the standard line of other duties as assigned.
## SECTION FOUR

### Hiring Restrictions Tab

#### GENERAL QUALIFICATIONS:
- Ability to work between 15-20 hours/week with flexible hours Monday-Friday, 8am-5pm.
- Work in a team environment as well as independently.
- Must possess at least 1 year of clerical or customer service related experience.
- Must possess cash handling/balancing experience.
- 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.
## SECTION ONE (to be completed ONLY when creating a new position)

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<tbody>
<tr>
<td>Business Title:</td>
<td>Parks &amp; Recreation Programs Assistant</td>
<td>Part of Job Family Group:</td>
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<tr>
<td>Job Profile Title:</td>
<td>Federal College Work Study-Community Service</td>
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## 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:**
- 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.
City of College Station

**Website:** [https://www.cstx.gov/](https://www.cstx.gov/)

**Mission Statement:** “On behalf of the citizens of College Station, home of Texas A&M University, the city council will promote and advance the community's quality of life.” The City of College Station prides itself as one of the safest, friendliest, and family-oriented cities in Texas. Maintaining the small-town feel in a rapidly growing city, College Station prioritizes the needs of those making the area their home.

**Job Positions:**
- Human Resource Assistant
## SECTION ONE (to be completed ONLY when creating a new position)

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
<th>02-415900-00000</th>
<th>Job Family:</th>
<th>Student Worker Work Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Title:</td>
<td>Human Resources Assistant</td>
<td>Part of Job Family Group:</td>
<td>TAMUS</td>
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<tr>
<td>Job Profile Title:</td>
<td>Federal College Work Study-Community Service</td>
<td>Worker Type:</td>
<td>Student Worker</td>
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<tr>
<td>Starting Hourly Wage:</td>
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<tr>
<td>Pay Rate Type:</td>
<td>Hourly</td>
<td>Campus Location:</td>
<td>College Station TAMU</td>
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<tr>
<td>Scheduled Weekly Hours:</td>
<td>15</td>
<td>Physical Location:</td>
<td>1207 Texas Ave, College Station, TX 77840</td>
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</tbody>
</table>

## SECTION TWO

### Hiring Restrictions Tab

**Job Description Summary:**
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.

## SECTION THREE

### Hiring Restrictions Tab

**ROLES AND RESPONSIBILITIES:**
- 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. |
Down Syndrome Association of the Brazos Valley

**Website:** [https://www.dsabv.org/](https://www.dsabv.org/)

**Mission Statement:** The Down Syndrome Association of the Brazos Valley provides a community-based support that allows for sponsor regular social activities, year-round educational programs, conferences, workshops and community events. They work to provide the opportunity, education and resources to empower their members so they may realize their lives’ aspirations and ambitions.

**Job Positions:**
- Event and Fundraising Specialist
- Marketing and Advertising Specialist
# Student Employee Position Description Form

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

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
<th>02-415900-00000</th>
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<th>Student Worker Work Study</th>
</tr>
</thead>
<tbody>
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<td>Business Title:</td>
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<td>Part of Job Family Group:</td>
<td>TAMUS</td>
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<td>Job Profile Title:</td>
<td>Federal College Work Study-Community Service</td>
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<td>1802 Wilde Oak Circle, Bryan, TX 77802</td>
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</table>

## 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

<table>
<thead>
<tr>
<th>ROLES AND RESPONSIBILITIES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Have the desire to be part of the team creating social events and fundraising opportunities for DSABV members and the community at large.</td>
</tr>
<tr>
<td>- Like the challenge of keeping multiple priorities and events going while planning for the future.</td>
</tr>
<tr>
<td>- Able to think through large events (like Buddy Walk) from both the behind-the-scenes perspective and the participant perspective.</td>
</tr>
<tr>
<td>- Strong organizational skills for you and others, able to prioritize well and able to dive in and figure things out on your own.</td>
</tr>
<tr>
<td>- Have administrative skills (Google environment) to coordinate multiple pieces of our education program like sign-ups, teacher documents, curriculum development, field trip planning, etc.</td>
</tr>
</tbody>
</table>

## SECTION FOUR

### Hiring Restrictions Tab

<table>
<thead>
<tr>
<th>GENERAL QUALIFICATIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Possess self-ownership and leadership skills.</td>
</tr>
<tr>
<td>- Possess administrative skills and like to work in a team environment.</td>
</tr>
</tbody>
</table>
| LEARNING OUTCOMES: | - Maintain and manage a variety of different tools and resources for different projects.  
|                  | - Plan, organize, and prioritize work in a calm manner.  
<p>|                  | - Demonstrate a mastery of public speaking skills to a variety of people. |</p>
<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
<th>02-415900-00000</th>
<th>Job Family:</th>
<th>Student Worker Work Study</th>
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<tr>
<td>Business Title:</td>
<td>Marketing Advertising Specialist</td>
<td>Part of Job Family Group:</td>
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<td>Job Profile Title:</td>
<td>Federal College Work Study-Community Service</td>
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<td>Starting Hourly Wage:</td>
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<td>Time Type:</td>
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<td>Pay Rate Type:</td>
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<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>1802 Wilde Oak Circle, Bryan, TX 77802</td>
</tr>
</tbody>
</table>

**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:**
- 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:**
- 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**

<table>
<thead>
<tr>
<th>LEARNING OUTCOMES:</th>
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<tbody>
<tr>
<td>- Demonstrate the ability to create strategic marketing plans.</td>
</tr>
<tr>
<td>- Plan, organize, and prioritize work in a team environment.</td>
</tr>
<tr>
<td>- Demonstrate a mastery of public speaking skills to a variety of people.</td>
</tr>
</tbody>
</table>
George Bush Presidential Library and Museum

**Website:** [https://bush41library.tamu.edu/](https://bush41library.tamu.edu/)

**Mission Statement:** The George Bush Presidential Library and Museum at Texas A&M University is dedicated to preserving and making available the records and artifacts of George H.W. Bush, 41st President of the United States. They promote civic literacy and increased historical understanding of our national experience, and foster a community of public service and volunteerism.

**Job Positions:**
- Admissions Clerk
- Archives Assistant
- Digital Archives Assistant
- Lead Admission Clerk/Office Assistant
- Lead Digital Archives Assistant
# Student Employee Position Description Form

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

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
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<tbody>
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<td>Job Profile Title:</td>
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<td>Starting Hourly Wage:</td>
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<td>Pay Rate Type:</td>
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<td>Campus Location:</td>
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<td>Scheduled Weekly Hours:</td>
<td>15</td>
<td>Physical Location:</td>
<td>1000 George Bush Drive W. College Station, Texas 77845</td>
</tr>
</tbody>
</table>

## 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 clerk will operate a point of sale system and related equipment, welcome visitors, answer their questions, and provide advice regarding the local community.

## SECTION THREE

### Hiring Restrictions Tab

**ROLES AND RESPONSIBILITIES:**
- Serves as the initial contact for all George Bush Library and Museum guests.
- Greets 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.
- Provides limited on the job training for new employees.
- Answers incoming phone calls.
- Answers visitor questions and provides 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)

<table>
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<tr>
<th>Supervisory Organization:</th>
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<tbody>
<tr>
<td>Job Family:</td>
<td>Student Worker Work Study</td>
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<tr>
<td>Part of Job Family Group:</td>
<td>TAMUS</td>
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<tr>
<td>Business Title:</td>
<td>Archives Assistant</td>
</tr>
<tr>
<td>Worker Type:</td>
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<td>Job Profile Title:</td>
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<td>Time Type:</td>
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<td>1000 George Bush Drive W. College Station, Texas 77845</td>
</tr>
</tbody>
</table>

### 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:**

- The student will be responsible for adhering to the dress code explained prior to being hired.
- The student will be responsible for the item level description of documents, following specific criteria.
- The student will be responsible for the copying of 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 Perform other related duties as assigned.
<table>
<thead>
<tr>
<th><strong>SECTION FOUR</strong></th>
<th><strong>Hiring Restrictions Tab</strong></th>
</tr>
</thead>
</table>
| **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. |

<table>
<thead>
<tr>
<th><strong>SECTION FIVE</strong></th>
<th><strong>Hiring Restrictions Tab</strong></th>
</tr>
</thead>
</table>
| **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)

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
<th>02-415900-00000</th>
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<tbody>
<tr>
<td>Business Title:</td>
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<tr>
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<td>Scheduled Weekly Hours:</td>
<td>15</td>
<td>Physical Location:</td>
<td>1000 George Bush Drive W. College Station, Texas 77845</td>
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</tbody>
</table>

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:**
- 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)

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<th>Supervisory Organization:</th>
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<th>Job Family:</th>
<th>Student Worker Work Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Title:</td>
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<td>Part of Job Family Group:</td>
<td>TAMUS</td>
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<tr>
<td>Job Profile Title:</td>
<td>Federal College Work Study-Community Service</td>
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<td>Pay Rate Type:</td>
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<td>College Station TAMU</td>
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<td>Physical Location:</td>
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**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:**
- 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

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<td>Job Profile Title:</td>
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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:**

- 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 handwritten 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.
Habitat for Humanity

Website: https://habitatbcs.org/

Mission Statement: Bryan/College Station Habitat for Humanity seeks to bring people together by building homes, communities and hope. Habitat for Humanity was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all.

Job Positions:
- Bilingual Program Assistant
- Construction Assistant
- Program Assistant
- Resale Store Sales Associate
- Volunteer Support Assistant
- Volunteer Support Coordinator
## SECTION ONE (to be completed ONLY when creating a new position)

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
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<tbody>
<tr>
<td>Business Title:</td>
<td>Bi-lingual Program Assistant</td>
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<tr>
<td>Job Family:</td>
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<tr>
<td>Part of Job Family Group:</td>
<td>TAMUS</td>
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<tr>
<td>Job Profile Title:</td>
<td>Federal Community Service Work Study</td>
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<tr>
<td>Worker Type:</td>
<td>Student Worker</td>
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<tr>
<td>Starting Hourly Wage:</td>
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<td>Time Type:</td>
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<tr>
<td>Pay Rate Type:</td>
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<tr>
<td>Campus Location:</td>
<td>College Station TAMU</td>
</tr>
<tr>
<td>Scheduled Weekly Hours:</td>
<td>15</td>
</tr>
<tr>
<td>Physical Location:</td>
<td>119 Lake Street, Bryan, TX 77801</td>
</tr>
</tbody>
</table>

## SECTION TWO

### 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:
- Mortgage servicing.
- Application processing.
- Communications with Spanish speaking applicants and homeowners.

## SECTION THREE

### ROLES AND RESPONSIBILITIES:
- 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

### GENERAL QUALIFICATIONS:
- 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.
<table>
<thead>
<tr>
<th>LEARNING OUTCOMES:</th>
<th>Hiring Restrictions Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Understand and demonstrate sensitivities to the homeowner's needs.</td>
<td></td>
</tr>
<tr>
<td>- Work with others to support a shared purpose or goal.</td>
<td></td>
</tr>
<tr>
<td>- Demonstrate awareness of how a non-profit businesses works.</td>
<td></td>
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</table>
# Student Employee Position Description Form

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<table>
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<td>Scheduled Weekly Hours:</td>
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<td>509 South Bryan Avenue, Bryan, TX 77803</td>
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## SECTION TWO

### Hiring Restrictions Tab

**Job Description Summary:**

Construction assistants for Bryan/College Station Habitat for Humanity will work with these groups to help build residential housing:
- Work with supervisory staff and co-workers.
- Work with future homeowners.
- Work with volunteer groups.

## SECTION THREE

### Hiring Restrictions Tab

**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.
- Be an effective communicator, hard worker and a Habitat Advocate.

## SECTION FOUR

### Hiring Restrictions Tab

**General Qualifications:**

- 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 work site; can be up to 50+ pounds.
- Bi-lingual Spanish communication is a plus but not required.
- Must be able to work Tuesdays through Saturday. Saturday is a required day to work.
- You must have your own transportation to the work site.
| LEARNING OUTCOMES: | - Understand and implement residential construction methods and material knowledge.  
|                 | - Demonstrate the ability to follow safety regulations.  
|                 | - Communicate effectively in a professional setting. |
### SECTION ONE (to be completed ONLY when creating a new position)

<table>
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<td>Pay Rate Type:</td>
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<td>Scheduled Weekly Hours:</td>
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<td>119 Lake Street, Bryan, TX 77801</td>
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### SECTION TWO

**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:
- Administrative and operational duties including mortgage servicing.
- Bookkeeping data entry.
- Application processing.
- Help with fund raising and donor stewardship.

### SECTION THREE

**Roles and Responsibilities:**
- 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

**General Qualifications:**
- 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.
<table>
<thead>
<tr>
<th>LEARNING OUTCOMES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Understand and demonstrate sensitivities to the homeowner’s needs.</td>
</tr>
<tr>
<td>- Work with others to support a shared purpose or goal.</td>
</tr>
<tr>
<td>- Demonstrate awareness of how a non-profit businesses works.</td>
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## Student Employee Position Description Form

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<td>Business Title:</td>
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</tbody>
</table>

### 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:**
- 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:**
- 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.
| 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. |
## SECTION ONE (to be completed ONLY when creating a new position)

<table>
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<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>509 S Bryan Ave, Bryan, TX 77803</td>
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## 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:**
- 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**

<table>
<thead>
<tr>
<th>General Qualifications:</th>
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<tbody>
<tr>
<td>- A positive attitude, excellent customer service skills, and a desire to promote affordable housing are requirements.</td>
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<tr>
<td>- Saturdays are required.</td>
</tr>
<tr>
<td>- Preference given to applicants available to work multiple semesters or years.</td>
</tr>
<tr>
<td>- Customer service and assertive communication experience preferred.</td>
</tr>
<tr>
<td>- Spanish language skills preferred. Spanish fluency merits a starting pay increase.</td>
</tr>
<tr>
<td>- You must have your own transportation to the work site.</td>
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### SECTION FIVE

**Hiring Restrictions Tab**

<table>
<thead>
<tr>
<th>Learning Outcomes:</th>
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<tbody>
<tr>
<td>- Understand and demonstrate sensitivities to the homeowner's needs.</td>
</tr>
<tr>
<td>- Work with others to support a shared purpose or goal.</td>
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<td>- Demonstrate awareness of how a non-profit businesses works.</td>
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<th>Supervisory Organization:</th>
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<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>509 S Bryan Ave, Bryan, TX 77803</td>
</tr>
</tbody>
</table>

## 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:

- 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. |
Hillel of Texas A&M

Website: https://www.tamuhiellel.org/

Mission Statement: Enriching the lives of Jewish students so that they may enrich the Jewish people and the world.

Job Positions:
  Student Worker
### SECTION ONE (to be completed ONLY when creating a new position)

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<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>800 George Bush Drive W. College Station, Texas 77840</td>
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</tbody>
</table>

### 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:**
- 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:**
- 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**

<table>
<thead>
<tr>
<th>LEARNING OUTCOMES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Identify the relevance of the workplace etiquette skills they are gaining.</td>
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<tr>
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</tr>
<tr>
<td>- Communicate effectively in a professional setting.</td>
</tr>
</tbody>
</table>
Lincoln Center – City of College Station

**Website:**
https://www.cstx.gov/departments__city_hall/parks/lincolncenter

**Mission Statement:** The Lincoln Recreation Center aims to improve the quality of life of College Station residents through their programs and services. Acting as a center for the community, it is also a marker for the heritage, community pride, and freedom.

**Job Positions:**
Recreational Assistant
### SECTION ONE (to be completed ONLY when creating a new position)

<table>
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<tr>
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<td>1000 Eleanor St. College Station TX 77845</td>
</tr>
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</table>

### SECTION TWO

**Hiring Restrictions Tab**

**Job Description Summary:**
The Recreational 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:**
- 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.
MHMR Authority of the Brazos Valley

Website: https://www.mhmrabv.org/

Mission Statement: The MHMR Authority of Brazos Valley’s mission is to provide the highest quality of services, which promote dignity and independence, to individuals and their families who are challenged with issues related to mental health and intellectual disabilities.

Job Positions:
- Child & Adolescent Office Assistant
- ERIS Secretarial Office Assistant
- Facilities & Vehicles Office Assistant
- Human Resource Assistant
- IDD Services Office assistant
- Medical Record Assistant
- MH Adults Secretarial Assistant
- Medication Clinic Secretarial Assistant
- Staff Volunteer & Marketing Assistant
# Student Employee Position Description Form

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

<table>
<thead>
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<th>02-415900-00000</th>
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<tbody>
<tr>
<td>Business Title:</td>
<td>Child &amp; Adolescent Office Assistant</td>
<td>Part of Job Family Group:</td>
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<td>Job Profile Title:</td>
<td>Federal Community Service Work Study</td>
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<td>Starting Hourly Wage:</td>
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<td>Physical Location:</td>
<td>804 Texas Ave, Bryan, TX 77803</td>
</tr>
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## SECTION TWO

### Hiring Restrictions Tab

**Job Description Summary:**
The Child & Adolescent Office Assistant is part of our Child & Adolescent 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:**
- Student will assist Program Manager and staff with various office duties in the Child & Adolescence Program.
- 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:**
- 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.
| 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

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<td>Business Title:</td>
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<td>TAMUS</td>
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<tr>
<td>Job Profile Title:</td>
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<tr>
<td>Starting Hourly Wage:</td>
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<td>Time Type:</td>
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<tr>
<td>Pay Rate Type:</td>
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<td>Campus Location:</td>
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<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>804 Texas Ave, Bryan, TX 77803</td>
</tr>
</tbody>
</table>

## SECTION TWO

**Hiring Restrictions Tab**

**Job Description Summary:** The 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 assigned.

## SECTION THREE

**Hiring Restrictions Tab**

**ROLES AND RESPONSIBILITIES:**
- 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:**
- 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)

<table>
<thead>
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<th>Supervisory Organization:</th>
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<tbody>
<tr>
<td>Business Title:</td>
<td>Facilities &amp; Vehicles Office Assistant</td>
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<td>Job Profile Title:</td>
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<td>Physical Location:</td>
<td>804 Texas Ave, Bryan, TX 77803</td>
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</table>

### SECTION TWO

**Hiring Restrictions Tab**

**Job Description Summary:**
The 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:**
- 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:**
- 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.
<table>
<thead>
<tr>
<th>LEARNING OUTCOMES:</th>
<th>Hiring Restrictions Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Demonstrate ability to do multiple tasks in a calm manner.</td>
<td></td>
</tr>
<tr>
<td>- Communicate effectively in a professional setting.</td>
<td></td>
</tr>
<tr>
<td>- Maintain and manage a variety of different tools and resources.</td>
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</table>
# Student Employee Position Description Form

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

<table>
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<tbody>
<tr>
<td>Business Title:</td>
<td>Human Resource Assistant</td>
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<td>Job Profile Title:</td>
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<td>804 Texas Ave, Bryan, TX 77803</td>
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</tbody>
</table>

## SECTION TWO

### Hiring Restrictions Tab

**Job Description Summary:**
The 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:**
- 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:**
- 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.
| 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)

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
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<tbody>
<tr>
<td>Business Title:</td>
<td>IDD Services Office Assistant</td>
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<td>Job Profile Title:</td>
<td>Federal Community Service Work Study</td>
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<td>Physical Location:</td>
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</tr>
</tbody>
</table>

SECTION TWO

Hiring Restrictions Tab

Job Description Summary: The 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:
- 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:
- 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.
## SECTION ONE (to be completed ONLY when creating a new position)

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<td>Job Family:</td>
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<td>Business Title:</td>
<td>Medical Record Assistant</td>
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<td>Part of Job Family Group:</td>
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<td>Job Profile Title:</td>
<td>Federal Community Service Work Study</td>
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<td>Physical Location:</td>
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</tr>
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</table>

## SECTION TWO

**Hiring Restrictions Tab**

**Job Description Summary:**
The 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:**
- 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:**
- 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)

<table>
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<tr>
<td>Business Title:</td>
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<td>Job Profile Title:</td>
<td>Federal Community Service Work Study</td>
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<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
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</tr>
</tbody>
</table>

### SECTION TWO

**Hiring Restrictions Tab**

**Job Description Summary:**
The 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:**
- 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:**
- 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.
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<table>
<thead>
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<th>Supervisory Organization:</th>
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<th>Student Worker Work Study</th>
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<tbody>
<tr>
<td>Business Title:</td>
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<td>Job Profile Title:</td>
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<td>Scheduled Weekly Hours:</td>
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<td>Physical Location:</td>
<td>804 Texas Ave, Bryan, TX 77803</td>
</tr>
</tbody>
</table>

### SECTION TWO

**Hiring Restrictions Tab**

**Job Description Summary:**
The MH 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:**
- 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:**
- 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.
<table>
<thead>
<tr>
<th>LEARNING OUTCOMES:</th>
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<tbody>
<tr>
<td>- Demonstrate ability to do multiple tasks in a calm manner.</td>
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<tbody>
<tr>
<td>Job Family:</td>
<td>Student Worker Work Study</td>
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<tr>
<td>Business Title:</td>
<td>Staff Development, Volunteer &amp; Marketing Office Assistant</td>
</tr>
<tr>
<td>Part of Job Family Group:</td>
<td>TAMUS</td>
</tr>
<tr>
<td>Job Profile Title:</td>
<td>Federal Community Service Work Study</td>
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<tr>
<td>Worker Type:</td>
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<tr>
<td>Starting Hourly Wage:</td>
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<td>Scheduled Weekly Hours:</td>
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</tr>
<tr>
<td>Physical Location:</td>
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</tbody>
</table>

SECTION TWO

Hiring Restrictions Tab

Job Description Summary: The Staff Development, Volunteer & Marketing Office Assistant 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:
- 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:
- 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

**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.
Scotty’s House

Website: https://www.scottyshouse.org/

Mission Statement: Scotty’s House is the Advocacy Center of the Brazos Valley’s mission is to provide safety, healing and justice for children victimized by abuse through professional assessment, counseling and education in a compassionate and collaborative approach. Scotty’s House provides a child-friendly and nurturing environment for young clients to have access to the necessary agencies.

Job Positions:
  Clerical Support
**Student Employee Position Description Form**

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

<table>
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</table>

**SECTION TWO**

**Hiring Restrictions Tab**

**Job Description Summary:** The 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:**
- 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:**
- 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.
### 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.
Twin City Mission

Website: https://www.twincitymission.org/

Mission Statement: Twin City Mission has more than 50 years of providing a home for the homeless, being a friend to the friendless and giving hope to the hopeless. Twin City Mission remains the foundation of support for those in need. Operating on the premise of not seeing through each other, but rather, seeing each other through.

Job Positions:
- Data Entry
- Online Retail
- Donation Assistant
- Relief Cashier
### SECTION ONE (to be completed ONLY when creating a new position)

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<td>Part of Job Family Group:</td>
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<td>Federal Community Service Work Study</td>
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<td>1208 San Jacinto Ln, Bryan, TX 77801</td>
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### 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:**
- 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.
<table>
<thead>
<tr>
<th>SECTION FOUR</th>
<th>Hiring Restrictions Tab</th>
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</thead>
<tbody>
<tr>
<td><strong>GENERAL QUALIFICATIONS:</strong></td>
<td>- High School Diploma or GED and verifiable work related experience.</td>
</tr>
<tr>
<td></td>
<td>- Have valid Texas driver's license or have TXDL within three (3) months from date of hire.</td>
</tr>
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<td></td>
<td>- The ability to follow instructions.</td>
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<td></td>
<td>- Be safety conscious.</td>
</tr>
<tr>
<td></td>
<td>- Be able to work in warehouse conditions, hot in summer and cold in the winter.</td>
</tr>
<tr>
<td></td>
<td>- Able to work respectfully with people of all income levels and ethnic backgrounds.</td>
</tr>
<tr>
<td></td>
<td>- Maintain insurability with Twin City Mission occupational and liability insurance.</td>
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<table>
<thead>
<tr>
<th>SECTION FIVE</th>
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<tbody>
<tr>
<td><strong>LEARNING OUTCOMES:</strong></td>
<td>- Articulate decision making and critical thinking skills in daily work.</td>
</tr>
<tr>
<td></td>
<td>- Maintain and manage a variety of different tools and resources.</td>
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<tr>
<td></td>
<td>- Communicate effectively in a professional setting.</td>
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# Student Employee Position Description Form

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<th>Supervisory Organization:</th>
<th>02-415900-00000</th>
<th>Job Family:</th>
<th>Student Worker Work Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Title:</td>
<td>Online Retail Data Entry Assistant</td>
<td>Part of Job Family Group:</td>
<td>TAMUS</td>
</tr>
<tr>
<td>Job Profile Title:</td>
<td>Federal Community Service Work Study</td>
<td>Worker Type:</td>
<td>Student Worker</td>
</tr>
<tr>
<td>Starting Hourly Wage:</td>
<td>10.00</td>
<td>Time Type:</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Pay Rate Type:</td>
<td>Hourly</td>
<td>Campus Location:</td>
<td>College Station TAMU</td>
</tr>
<tr>
<td>Scheduled Weekly Hours:</td>
<td>15</td>
<td>Physical Location:</td>
<td>2505 S. College, Bryan, TX 77801</td>
</tr>
</tbody>
</table>

## 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:**

- 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**

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

### SECTION FIVE

**Hiring Restrictions Tab**

<table>
<thead>
<tr>
<th><strong>LEARNING OUTCOMES:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Articulate decision making and critical thinking skills in daily work.</td>
</tr>
<tr>
<td>- Maintain and manage a variety of different tools and resources.</td>
</tr>
<tr>
<td>- Communicate effectively in a professional setting.</td>
</tr>
</tbody>
</table>
# Student Employee Position Description Form

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

<table>
<thead>
<tr>
<th>Supervisory Organization:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Job Family:</td>
<td>Student Worker Work Study</td>
</tr>
<tr>
<td>Business Title:</td>
<td>Relief Cashier</td>
</tr>
<tr>
<td>Part of Job Family Group:</td>
<td>TAMUS</td>
</tr>
<tr>
<td>Job Profile Title:</td>
<td>Federal Community Service Work Study</td>
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<td>Scheduled Weekly Hours:</td>
<td>15</td>
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<tr>
<td>Physical Location:</td>
<td>424 N. Main, Bryan, TX 77803</td>
</tr>
</tbody>
</table>

## SECTION TWO

**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

**Roles and Responsibilities:**
- 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

**General Qualifications:**
- 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.
### 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.
United Way – Brazos Valley

Website: http://www.uwbv.org/

Mission Statement: At United Way of the Brazos Valley, they are committed to building a stronger community through lasting change. They help people learn, grow, aspire, and live their best lives. Working to proactively achieve solutions for our region in areas of education, financial stability and health that will advance the common good.

Job Positions:

Communications Assistant
Executive Assistant
**SECTION ONE (to be completed ONLY when creating a new position)**

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<tbody>
<tr>
<td>Business Title:</td>
<td>Communications Assistant</td>
<td>Part of Job Family Group:</td>
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<tr>
<td>Job Profile Title:</td>
<td>Federal College Work Study-Community Service</td>
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<td>Physical Location:</td>
<td>1716 Briarcrest Dr., Ste. 155, Bryan, TX 77802</td>
</tr>
</tbody>
</table>

**SECTION TWO**

**Hiring Restrictions Tab**

**Job Description Summary:**

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.

**SECTION THREE**

**Hiring Restrictions Tab**

**ROLES AND RESPONSIBILITIES:**

- 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

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## SECTION TWO

### Hiring Restrictions Tab

**Job Description Summary:** 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.

## SECTION THREE

### Hiring Restrictions Tab

**Roles and Responsibilities:**
- 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.
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- 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.