

JOB DESCRIPTION SAMPLES

Accounting Intern

- Provide supplemental documentation for audits and tax work
- Conduct research and perform tax work
- Perform general bookkeeping duties
- Prepare monthly financial statements
- Input disbursements and receipts in accounting software to generate a variety of financial reports

Accounts Payable

- Prepare and distribute vouchers
- Enter invoices in computer spreadsheet
- Balance vendor statements
- Process purchase orders
- File and create new vendors

Ambassador

- Acquaint new students to the campus and college activities
- Answer questions regarding college procedures and history
- Assist with tours for alumni during Homecoming activities and other occasions
- Provide assistance in developing various college publications and information
- Develop good student relationships with assigned students
- Assist President with functions hosted on campus
- Represent student body at various special programs and events hosted on campus

Bank Teller

- Process private and commercial bank accounts with accuracy
- Process and balance a variety of transactions according to established bank policies and procedures
- Assist customers with a variety of inquiries
- Maintain customer relations
- Perform daily operations using teller terminal, CRT, typewriter, and calculator
- Open new checking and savings accounts
- Balance night depository bags and post office deposits
- Balance cash drawer on a daily basis
- Promote and sell a wide variety of bank products and services
- Inform customers of new and existing products

Bartender

- Prepare beverages and menu items
- Provide prompt and courteous service
- Perform security and closing duties
- Developed strong time management skills while working late night schedule

Camp Counselor

- Organize and lead large and small group activities
- Maintain a high-energy level while dealing with repetitive activities
- Relate to campers on a personal level as a teacher and a counselor
- Interact effectively with campers and staff members
- Coordinate day-long activities for campers in all age groups
- Teach nature lore and environmental awareness units
- Monitor conduct and ensure discipline among campers
- Create a positive and supportive learning environment for campers

Carpenter

- Assist in the building of homes
- Meet construction deadlines and quality standards
- Construct commercial and residential housing
- Frame and roof buildings
- Install residential wiring

Certified Nursing Assistant

- Monitor daily needs of elderly
- Interact with residents

Clerk

- Operate cash register and complete daily reports
- Receive orders and merchandise
- Arrange and display inventory
- Collect money due on account

Coach

- Motivate and develop all-around student athletes, physically and mentally
- Instill sportsmanship both on and off the court
- Teach athletes a thorough knowledge of basketball fundamentals
- Coordinate all program levels – elementary through varsity
- Initiate and maintain communications with parents, teachers, and school administrators
- Work with summer camp programs

Computer Lab Monitors

- Provide software and technical support for lab users
- Assist and supervise students with computer-related problems
- Perform troubleshooting and repair of computers and printers
- Assist in network troubleshooting
- Assist students, staff and faculty in using computer applications and software
- Assist users with various software applications

Cook/Dietary Assistant

- Prepare meals specific to patients' diet needs
- Help kitchen maintain quality assurance standards

Data Entry Clerk

- Search internet for educational material
- Enter educational websites on database
- Maintain accuracy while entering data into spreadsheets and databases

Desk/Equipment Attendant

- Check all I.D. cards for validation of membership
- Provide facility information regarding hours and membership rates
- Communicate with supervisor on duty to ensure smooth operation of the facility
- Follow facility procedures to check out equipment

Direct Care Staff

- Provide direct care to residents afflicted with schizophrenia
- Completed Medication Assistance training

Drafter

- Utilize Autocad drafting software to design drawings and plans for transportation industry projects
- Collaborate with sales department for clarification of customer specifications
- Draft new assemblies for production of refrigerated semi-trailers
- Revise existing assembly drawings
- Document and maintain procedures for ISO 9000 compliance

Event Staff Worker

- Assist with set-up and take-down of equipment for sporting events
- Prepare facilities for sporting events

Farmhand

- Assist with harvesting and livestock
- Work extended hours in all weather conditions
- Operate large machinery and perform maintenance on equipment
- Perform a wide variety of farm and ranch duties

Front Desk Clerk

- Process guest registrations and check outs
- Post receipts and charge slips to ledgers
- Provide courteous guest service and respond to guest inquiries

Information Desk Worker

- Provide information to visitors of the Student Center building
- Answer telephone inquiries regarding campus activities
- Provide assistance to various groups and organizations reserving Student Center conference rooms
- Monitor and provide security of building during weekend shift

Lawn Service Worker/Landscaper

- Provide lawn care service to residential and commercial lawns
- Maintain service equipment
- Construct retaining walls

Nanny

- Provide care for three young children
- Manage daily household duties
- Promote the importance of academics
- Reinforce discipline within the home

Office Assistant

- Prepare daily and weekly sales reports
- Balance daily cash register sales
- Assist bookkeeper with maintaining accounts receivable ledger
- Supervise and train employees
- Perform clerical duties including typing, filing, answering phone, data entry and word processing

Office Manager

- Supervise daily office operations
- Interview and hire office personnel
- Handle accounts receivable and payable procedures
- Coordinate office procedures
- Utilize computer software for developing spreadsheets, databases and word processing documents

Peer Tutor

- Provide individual and group instruction for calculus students
- Provide academic assistance to students in math subject area
- Conduct intensive review sessions
- Act as liaison between students and instructors
- Counsel students and serve as a mentor

Phonathon Caller

- Phone alumni and friends of Wayne State College
- Seek donations for scholarships and other financial aid awards
- Provide information on college's objectives and fund-raising campaigns

Pool Manager/Certified Lifeguard/Swimming Instructor

- Supervise and train lifeguards
- Coordinate work schedules and pool activities
- Maintain pool filter system
- Operate pool equipment, handle chemicals, and perform water tests
- Develop lesson plans and teach both public and private swimming lessons
- Control expenditures and complete required paperwork
- Teach swimming lessons to all ages and levels of swimmers
- Ensure safety of all patrons through enforcement of pool policies

Resident Assistant

- Serve as the communication link between the college and resident students
- Enforce housing regulations while insuring compliance with college policy
- Maintain proper conduct and discipline among students in residence center
- Serve as friend and counselor to students needing extra support
- Provide educational programs for students' intellectual and cultural enhancement
- Organize and supervise hall activities
- Provide leadership, guidance, and counseling to resident students
- Monitor visitors to the building and answer phone calls
- Monitor entire residence building (assigned area)

Restaurant Supervisor

- Supervise all aspects of restaurant management including training new employees, cash management, daily operation and closing responsibilities of the establishment
- Provide leadership and communicate effectively with employees to facilitate teamwork

Sales Associate

- Involved in retail sale of clothing and accessories
- Design store displays
- Assist in personnel decisions
- Provide excellent customer service
- Know and follow loss-prevention procedures
- Merchandise the store by displaying fashion looks throughout the selling area
- Support store operations by accurately and efficiently operating the POS terminal and completing other record keeping procedures
- Develop merchandise knowledge by reading and listening to information provided
- Handle business transactions
- Operate cash register and computer
- Greet customers and create a friendly shopping atmosphere
- Assist customers with questions and purchases

Sales Representative

- Developed strong interpersonal skills while interacting in customer service situations
- Work independently developing strong sales and time management skills

Shift Manager

- Supervise, delegate responsibilities, and monitor the performance of employees
- Enhance interpersonal communication skills through direct contact with patrons
- Resolve customer-related issues and maintain positive company image

Telephone Sales Representative

- Developed verbal and listening skills
- Exhibit ability to perform well under pressure and display motivation to exceed goals

Waitress

- Involved in customer relations
- Handle daily cash transactions
- Operate the cash register
- Work forty hours per week waiting tables
- Assist in the kitchen with meal preparations
- Serve meals to guests and provide excellent customer service
- Work effectively waiting tables