

HIRING DEPARTMENTS *at* LEE COLLEGE



Student Worker Information

We encourage Students who would like to work on campus or who have been awarded Federal Work Study to contact Lee College departments for Student Worker job opportunities. Please contact in person or email (location and emails of each department is listed on our directory at www.lee.edu).

The Student Worker program is an opportunity to work at Lee College while attending Lee College. Many departments hire Student Workers to assist in offices, labs, classrooms, student-facing services, etc. We encourage you to have your resume and pursue Student Worker opportunities on campus.

The program allows students to work around their school schedule at \$10-14/hour, up to 17.5 hours a week, once selected and hired.

Applying as a Student Worker does not guarantee a job, but it does offer an opportunity to be selected and interviewed to work on campus.

**Please note ALL Students who wish to be considered as a Student Worker must complete an online Student Worker application EVERY semester.

Eligibility Requirements

- 2.0 GPA
- Enrolled in at least six credit hours this Spring
- At least 17 years old

Next Steps

- Complete the Student Worker online application. <https://schooljobs.com/careers/lee>
- Your application will be reviewed for eligibility and submitted to the Supervisor review process. (It is suggested to speak to your instructors or departments -see list below) you are interested in. Let the instructor or department representative know you have submitted your online Student Worker application. Express your interest in being considered for an interview and working as a Student Worker.)
- If you are selected as a Student Worker, the Supervisor you interviewed with, will give you next steps to complete on-boarding.

Suggestions for job search preparation

- Dress for success
- Updated resume
- Have your ideal work schedule available

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Department and Student Worker Job Descriptions at Lee College

Access Center/Disability Services

Essential Duties & Responsibilities

- Assist students with the accommodation process
- Provide campus tours/ directions to future/incoming students and guests.
- Operate campus telephone line to answer, screen, or forward calls, this includes: providing information, taking messages, or scheduling appointments with the Access Center Counselor
- Assist in handling confidential student documentation/information.
- Assist Access Center Transition Specialists, Secretary, Administrative Specialist, Counselors.
- Maintain Access Center Offices and storage, as needed.
- Assist in scheduling appointments with Access Center Counselor and/or Transition Specialists.
- Provide and explain additional on-campus resources to students and guests, as needed.
- Assist in departmental/office events, as needed.

Additional Duties & Responsibilities

- Perform other duties/ special projects as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Must have a minimum GPA of 2.0
- Must be enrolled in at least 6 credit hours during Fall/ Spring semesters OR 3 credit hours Summer 1 OR Summer II OR 5 credit hours in the 10-week Summer Session (Note: Students can only work during session they are enrolled in
- Must be 17 years of age or older
- Must have good customer service and communication skills
- Must be organized and dependable
- Must have an empathetic approach
- Must respect confidentiality

Admissions and Records

The Admissions & Records Office at Lee College relies on enthusiastic, friendly, and motivated students to help the college grow. As a General Office Assistant, you will work to provide great customer service to the campus community and maintain Lee College student records with great attention to detail and the highest consideration for confidentiality.

Responsibilities and Duties:

- Customer Service: Phone Support: answer phones and route callers to appropriate staff members; occasionally call students to provide registration, payment, meningitis vaccination record, and graduation application reminders
- Email Support: receive and reply to meningitis submission emails sent to the Admissions mailbox
- Filing: scan and index student record documents accurately and in a timely fashion
- Data Entry: collect bacterial meningitis vaccination records received at the Admissions counter or by email, enter vaccination record data into PeopleSoft
- Clerical: retrieve and distribute mail; other clerical duties as assigned
- Organization: assist with periodic inventory checks; assist with commencement ceremony supplies and preparations

Requirements

- Arrive on time and with a positive attitude
- Handle personal information with extreme confidentiality
- Strong interpersonal, verbal and written communication skills
- Excellent computer skills
- Can record data accurately
- High level of attention to detail, professionalism and customer service
- Strong time management skills

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Baytown Shriners (Off Campus) **

** Off campus. Self motivated. Good Communication skills, personal, written and virtual. Creative marketing skills. Customer service. Help organize the 2025 clay shoot. Help increase the 2025 clay shoot shooter participation, sponsor and auction participation. Accomplished in personal, social media platforms, text, phone and networking. **Assist in setting up and executing platforms for registration and scorekeeping. Flexible and open minded.

Business and Management Division- Books and Beans **

Logistics

1. Inventory- Conducts periodic inventory counts to determine product and quantity order quantities.
2. Inventory- Assists in placing orders for café inventory from qualified vendors.
3. Rotates stock and monitors freshness dates. ** Use sharp objects to pack and secure products.

Spreadsheets

4. Accounting- Collects daily shift deposits from business safe and deposits them with college cashier. Compares student deposit log with actual safe deposits.
5. Accounting- Reconciles daily shift deposits with college accounting records.

Clerical

6. Administrative- Verification of student attendance at café on assigned shifts.
7. Planning-Assists in the creation of staffing requirements and scheduling for approx. 180 students rotating through assigned shifts at the café. Student Leadership
8. Leadership-Trains students on café policies and procedures.
9. Administrative-Sets up café equipment at the beginning of each day and stores equipment at the closing of the day.

Leadership

10. Coaches student café workers on customer service techniques.
11. Leadership- Ensures Health Department code is followed by student workers.

12. Leadership- Assists in meetings with the Health Department inspector. Creates Spreadsheets

Communication

13. Compiles and reports customer satisfaction feedback data from café customers. Reports these findings to the classroom students via control charts on the blackboard. Receives/Returns Student Emails

Leadership

14. Solicits café improvement ideas from student cafe workers. Conducts votes on the feasibility of suggested improvements. Creates and Delivers Presentations
15. Communication- Provides classes with sales data feedback from deposit transactions. Tracks this data over the semester.

Clerical

16. Makes appropriate copies of café operational reports. Creates and Delivers Presentations
17. Guest Speaker- Makes presentations to the Books and Beans Café scholarship award recipients at the annual award ceremony.

Marketing

18. Creates email advertisements, posters, and promotions.

Credit Cards

19. Reconciles credit card transactions. Maintains credit card devices. Creates training materials for credit card equipment. Logistics Accounting Spreadsheets Clerical Student Leadership Creates Spreadsheets Presentation Skills Creates and Delivers Presentations Marketing Credit Card Scanners.

Business Technology

Customer service. Assisting students and staff with campus software scanners and printing. Computer Skills.

Café 34 **

Set up workstation. Handle multiple food orders. Ensure great presentation and customer service. Check order to ensure it has the correct food and sides. Keep a sanitized & orderly environment in the kitchen. Ensure all food & items are stored properly. Monitor stock & place orders when short. Organized & stock food items. **Deliver

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around campus. **Lift items up to 50 lbs. Maintain safety protocols, Follow policies and procedures when handling **sharp objects, **burners and **food. Perform other duties as assigned.

Campus Engagement and Belonging

1. Provide appropriate social engagement by reading and responding to student social cues, maintaining a welcoming atmosphere.
2. Support cultural awareness programs, student development workshops, training sessions, and recreational activities.
3. Stay informed of current/upcoming events to serve as a knowledgeable resource.
4. Connect students with relevant support services and programs available at Lee College.
5. Monitor supplies and replenish refreshment inventory, including beverage supplies, containers, and accessories.
6. Handle assigned administrative tasks, communications and errands.
7. Other responsibilities as assigned

Good interpersonal skills, Basic organization and time management skills, Cultural awareness/accessibility awareness, Basic computer skills - Microsoft Word and Excel.

Center for Workforce and Community Development

CWCD Student workers are responsible for assisting with answering the phones, greeting customers, taking paper registration in person or over the phone. Directing customers to proper department/location as needed. They are asked to create/maintain/update spreadsheets, word documents and power points as needed for classes and events. When we have events (Trunk or treat/ Travel showcase) we have students work booths and speak to public. Sometimes students will email students in regards to registration. They are responsible for filing electronically in teams, or hard copies. Assist with office organization and maintenance. Making copies, scanning documents, shredding secure documents and sending

mail. Computer literacy, familiarity with Microsoft suite. Good Customer service and phone presence, Reliable and Dependable. Bilingual is helpful.

Computer Technology

Assisting classroom setup. Helping with setting up computers and networks. Would be beneficial to know Microsoft Office software. Helping with new supplies and cleaning out old supplies. Organize equipment, assist with new equipment deployment, help with new student projects, computer and networking skills. Monitor our classroom labs, check printers for paper, make copies, run on-campus errands, check mail and perform other clerical tasks as needed for instructors.

Dual Credit

Communicate with parents, students, employees, and other. Individuals to answer questions and distribute or explain information about the Dual Credit Programs. Answer telephones, direct calls, and take messages. Operate office machines, such as photocopiers, scanners, personal computers and laptops. Maintain and update filing, mailings, and database systems. Open, sort, and route incoming mail and prepare outgoing mail. Other duties as assigned. Experienced in MS Office. Good Communication and organizational skills. Ability to work with special populations within the Dual Credit Programs. Ability to work independently and as a team member.

Emergency and Safety Operations

Conduct facility safety audits for Main, McNair, & Liberty campuses. Complete Campus facility safety audit reports. Create and maintain a Campus facility audit spreadsheet. Assess accuracy of Building Evacuation Route Signs. Update website map to include ER comm system locations. Attend Baytown LEPC (hazardous materials) meetings. Assess accuracy of building ID numbers on exterior doors. Assess accuracy of building DNA security door lock locations. Install 3D fire extinguisher signs. Evaluate fire extinguisher inspection tag expiration date. Evaluate AED inspection sticker expiration date. Evaluate first aid kit cabinet inspection sticker expiration

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date. Post temporary stairwell ID letter signs. Assist with safety drills and CERT trainings during evenings. Writing complete reports on Word. Creating Excel spreadsheets. Complete NIMS/ICS IS-100, IS-200, IS-700, IS-800. Public speaking for trainings and outreach events. Filing reports on Sharepoint. Create PowerPoint for trainings.

English and Humanities

Answer and transfer telephone calls or take messages, Sort and deliver incoming mail and send outgoing mail, schedule appointments and receive customers or visitors, provide general information to staff, students, and faculty, Type, format, or edit routine memos or other reports, copy, file, and update paper and electronic documents, Shred and dispose documents properly, collect information and perform data entry, Maintain and restock classroom supplies in classrooms

English/Writing Center

The WC student worker is responsible from front-facing duties and the organization of the writing center. They answer phones schedule appointments, restock, mark supplies for order, and assist getting the students to the right tutor, in the right place, at the right time. Organization, customer service, office administration, phone skills, basic software knowledge.

First Year Experience (FYE)

Seeking someone who is looking to help others, self-starter, motivated, basic Microsoft Office skills, previous leadership experience is a plus, team player, can work in a fast-paced environment, good time management skills, can speak or is willing to learn to speak in front of large groups. Serve as a mentor in EDUC classes. Hold 1-on-1 mentor sessions. Serve in any number of support roles for FYE events such as: Taking inventory, restocking inventory, calling students, use a spreadsheet for record keeping, set-up & teardown event, provide tours, present during NSO, maintain database, update PowerPoints and other material, serve food, host. Manage the FYE email & social media accounts. Model appropriate student behavior. Market FYE events through word

of mouth. Serve as the welcoming face of the college. Maintain confidentiality of student records according to FERPA and Lee College HR guidelines. Ability to work evenings and weekends as needed. Ability to perform physical requirements: standing, lifting, walking long distances, and ability to adapt to extreme and changing weather conditions.

Forensics

Assist in creating and implementing curriculum focusing on theory, sports-related topics, and improving the accessibility of existing materials. Regularly review and update curriculum content to ensure alignment with team goals and standards. Be available for one-on-one debate sessions with team members to provide personalized guidance and feedback as needed. Monitor and ensure team members complete their assigned homework and debate-related tasks. Additionally, track and maintain attendance records for practices. Work closely with the head coach and assistant coach to identify knowledge gaps within the team and provide actionable steps to resolve. Manage and maintain the debate spreadsheet, ensuring all topics, rounds, and supplemental materials are accurately documented and easily accessible. Strong understanding of debate theory (IPDA). Ability to create, organize, and present educational materials clearly and effectively. Excellent interpersonal and communication skills to provide constructive feedback. Proficiency in managing spreadsheets, such as Google Sheets and internal GLIDE database. Creative problem-solving to develop strategies that address team discrepancies. Experience working collaboratively with coaches and peers in a team environment. Strong knowledge of current events, sports, and theoretical frameworks in debate.

Guided Pathways and Quality Service

Promote Guided Pathways and Quality Service to students and employees by talking with them at campus event. Plan activities for, set up at, and work tables at events. Transcribe audio from interviews and class recordings. Develop design ideas for department marketing materials. Maintain inventory of department supplies

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and marketing materials. Collaborate with the department to develop projects. Assist the department in all tasks and projects as needed. Support and collaborate with other departments as needed. Experience in Microsoft 365. Collaborative attitude. Adaptability. Strong written and verbal communication. Ability to produce solutions with minimal instruction. Comfortable working with technology. Motivated.

Honors Department

Inventory Management: Help track and organize supplies when orders are received. **Promoting the Honors Program:** Help promote across campus the program, assisting in events. **Student Assistance:** Serve as a resource for students, answer questions, provide guidance, general support. **Documentation:** Provide assistance with updating Excel sheets, creating PowerPoint, Word documents, along with any files needed. **General:** Assist with daily task, filing, organization, other administrative support. **Face-to-Face Services:** In person assistance to students, faculty, and visitors, ensuring a positive atmosphere. Great communication skills, computer program proficient, excellent organization skills, time management, ability to work well with others.

Industrial and Construction Technologies

Basic office duties. Filing paperwork, shredding, organizing tools, moving equipment, other duties as assigned. Organized, meticulous to detail.

Information Technology

Helps with Help Desk tasks and duties, assists with Desktop Support Technician duties, supports surplus equipment adjustments and all Help desk team and Technicians team, all duties as assigned. Customer Service Skills, Technology Repair Skills and knowledge.

Instrumentation Technology

- Lab work for tech studies -
- Keep labs clean
- Check test equipment batteries
- Update calibration procedures

- Clean DAC lab reservoirs
- Prepare labs for instructor's classes
- Repair broken wires and tubing in labs with moving equipment and lab set-up.

International Education **

Professional Responsibilities: Student assistant will work directly with the international ed committee chairperson (and committee) on assignments such as: student recruitment events on campus (visiting with students about trips, signing up, and scholarships), hanging/taking down flyers, running errands, passing out items to travelers, keeping minutes at IE meetings, unpacking supplies **(some heavy lifting may be required), updating our travel Sharepoint, data entry, sifting through and organizing previous years' IE documents.

Preferred Skills: Microsoft Word, Excel, Sharepoint for IE, clear notetaking, errand-running on campus, clear communication, unafraid to ask clarifying questions, friendly demeanor and attitude.

Lee College Education Center - South Liberty County

Perform general clerical tasks, including filing, data entry, copying, and answering phones. Assist students with FAFSA/TAFSA and ApplyTexas apps. Provide guidance to incoming students on application processes. Respond to emails and provide in-person support for inquiries. Create, maintain, and update spreadsheets for data tracking. Support students in using computers and software. Assist with outreach events, campus activities, and college nights on/off site. **Provide supplemental instruction for hy-flex classes.** **Communication & Customer Service:** Strong interpersonal skills to professionally assist students, staff, and visitors in person, via phone, and email. **Organization & Attention to Detail:** Excellent time management and accuracy in handling tasks like filing, data entry, and record maintenance. **Technical Proficiency:** Skilled in Microsoft Office Suite (Word, Excel, Outlook) or the ability to learn. **Problem-Solving:** Resourceful in addressing student inquiries. **Team Collaboration:** Ability to work effectively in team settings. **College Process**

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Knowledge: Familiarity with FAFSA/TAFSA, ApplyTexas, and other procedures. Adaptability: Flexibility to manage changing priorities and support evening or weekend events. Technology Assistance: Skilled in helping students troubleshoot basic computer and software issues.

Library

Perform clerical duties related to library services such as, but not limited to sorting filing, making folders, and creating labels. Monitor and keep record of supplies, materials, and all inventory within the Technical Services department. Assist with library outreach promotions, marketing materials, and implementation of programs and services. Assist in finding and using library resources which may include technical assistance. Answer routine inquiries, provide referrals to appropriate staff for further assistance when necessary. Serve as a point of contact for students needing assistance with printing. Maintain and troubleshoot problems with library equipment. Excellent customer skills and ability to interact with diverse patrons. Attention to detail and strong organizational abilities. Basic computer literacy and familiarity with library software. Ability to work independently and as part of a team. Good communication skills and ability to answer basic questions. Ability to use Microsoft Word, Excel, PowerPoint, and Outlook.

Marketing and Public Affairs

Great customer service, basic office duties, flexibility with time, punctual, assist with creation of social media content: Photography, video, etc. Graphic Design. Event set-up and preparation. Other duties as assigned.

Marketing Print Shop **

Customer service, basic office duties. Use software and printshop materials to copy, bind, hole punch, press. **Exposure to sharp objects, specialty ink, materials and heat.

Math Lab

Good Customer service, punctual and responsible. Dependable with attention to detail. Assist students with mathematical assistance at various levels. Completion of various mathematical courses up to Calculus 3.

Navigator Nation Campus Merch Store **

Great customer service, money management at cash register, set-up stations and displays, keep store organized, sanitary and safe, Monitor and stock items, pick up packages from shipping and receiving, **Use sharp tools to open and secure boxes and packages. **Lift up to 50 lbs., Deliveries on campus, Multi task, other duties as assigned.

Physical Science

Assist, clean, organize, and other duties given by faculty and/or staff that is appropriate to the department. Have recently or taking the lab topic course in the Sciences. Basic knowledge of Office, will train. Schedule with needs given to help/assist in the lab. Willing to assist in outreach that may be done in the evening or a Friday.

Process Technology

Clean and maintain various labs for different labs. Basic office duties and data entry. Helps with recruitment and helps

Provost & AVP of Academic & Student Affairs

Clerical Duties and assisting with Faculty loads during the semester. Microsoft word, running office equipment, and good communication skills.

Recruitment and Outreach

Assist with the organization and management of promotional items and office supplies. Provide excellent customer service both in-person and online. Read, collect, and organize information to prepare reports (e.g., meeting notes) as assigned. Support departmental initiatives and projects. Effectively multitask and prioritize tasks to meet deadlines. Communicate clearly and professionally, both in writing and verbally. Handle sensitive and confidential information with discretion. Prepare outgoing mail and packages. Proficient in Microsoft Office Suite. Ability to lift up to 20 lbs. Knowledge of LC standards and procedures. Strong attention to detail.

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Resource Development

Assist Director of Foundation in activities related to the following: Social media, events, donor relations. Strong customer service and professional demeanor as student is expected to interact with donors and potential donors of the Lee College Foundation.

Social and Behavioral Sciences

Clerical duties for our division but also proctors 3 hy-flex classes for instructors who are teaching at Liberty campus. Maintain attendance rosters for class.

Student Employment and Career Center

Seeking enthusiastic, flexible, friendly, and motivated students. Great customer service is required.

Responsibilities and Duties:

- Excellent customer service
- Answer phones & Basic office duties
- Assist with online applications
- Learn and maintain job search software and job board kiosk
- On-Board Student Workers
- Assist during expo's, workshops, campus events and Job Fairs
- Maintain office policies and procedures
- Dress appropriately
- Attention to detail
- Confidentiality is a must
- Duties as assigned

Student Engagement

Check in clerk. Set Up and take down campus events. Set up information tables for community vendor guests. Assist with Credit card cost allocations. Make Copies and File. Assist with New Student Orientation. Direct student to campus student services offices on campus. Take promo item inventory and put-up promo items. Assist and maintain with game room equipment. Oversees that all game room rules are applied. Customer Service - Problem Solving - Physical Strength - Social Perceptiveness. Communication - Time Management - Active Listening - Coordination. CPR/AED/BLS Certified.

Student Resource and Advocacy Center **

Assists with daily operations of the SRAC. Greets and assists students as they enter the office/market. Guides students with sign up process for all SRAC services. Answers phone calls and transfers calls as needed. Answers student questions, takes student info for follow up. Data entry of SRAC usage information. Checks students in and out of the market. Cleans, organizes, and restocks market and office. Receives and sorts deliveries from the food bank & donors including **using sharp object to open and secure packages. Examines fresh, frozen, refrigerated, & dry food for freshness. Sorts documents, provides clerical work. Provides exceptional customer service at all times. Assists with events, including set up and tear-down. Other duties as assigned. Ability to provide quality customer service. Ability to follow through on tasks and to-do lists. Reliability and punctuality. Data entry and excel experience. **Able to lift and carry 30 pounds. Able to work well as part of a team.

Student Success & Wellbeing

- Assist with setting up/taking down of Wellness Wednesday
- Engage with students at Wellness Wednesdays
- Provide excellent customer service to students & staff
- Assist with office duties, copies, scanning, checking mail
- Attend Peers Against Tobacco meetings, and assist with tabling events, promoting Lee College tobacco free campus
- Assist other departments (mental health, title IX with events
- Maintain storage closet clean and organized
- Microsoft office
- Strong communication skills
- Organization skills

Testing Center

The student assistants' primary function is to monitor the testing labs. Other duties include: assisting students while testing, maintaining the lab clean and organized, setting up the TSIA2 exams, preparing the labs for next

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day's testing, shred and organize paperwork or files, checking the mail daily, and running errands as needed.

TRiO Student Support Services

Administrative Support. Create Advertisement & Displays. Event Support. Data Management. Maintain confidentiality. Great customer service. Basic office duties. Good communication is a must.

Visual & Performing Arts (Art) **

- **clean and maintain all art studios (tables, supplies, sinks, sharp objects...)
- **mix chemicals in photography lab
- assist with ceramic studio chores: load & unload kilns, check, inventory and mix clay
- prepare art gallery walls (repair, paint, etc.) for exhibitions
- assist gallery director with hanging artwork, lighting, etc.
- assist with opening receptions in art gallery: food set-up, tables, chairs (sometimes on evenings & weekends)

- assist with Lee College sponsored events when requested: chalk art, making signs, face painting, etc.
- light, miscellaneous office duties
- **able to lift and move at least 50lbs.
- **comfortable using a ladder
- basic cleaning skills
- able to collaborate with fellow student workers
- have basic skills in MSWord & Excel

Visual & Performing Arts (Music)

Book Thursday live music events, contact performers and coordinate with Audio Engineering Club. Arrange marketing and advertising for all events. Assist with studio schedules and equipment. Maintain instruments and equipment. Backing up and organizing audio files. Social media posts. Audio engineering skills, soldering, signal flow, and diagnostic experience. Organizational skills with physical objects as well as digital files. Interpersonal and communication skills.

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