

Specific tasks for the student worker in Melton 100:

1. Greet and help all who need it – “I don’t know” is not an answer – find the answer
2. Keep copy machine operating and full of paper – have contact info for service person. Take jobs over to Looney and make copies for faculty when copier is down.
3. Deal with machine problems in break room (ie. “it ate my money”) Have contact info.
4. Have access to keys to help those locked out of rooms—this is still being worked out.
5. Help students/staff locate faculty. Keep office hours posted. Take messages, pass them on, see that faculty get them.
6. Make copies for faculty
7. Go get our mail from the Broadway building
8. Manage mailboxes for faculty, distribute texts, etc.
9. Specifically for Kathy Morrison:
 - a. Help me manage LWE Advisory Board. Get letters out for spring meeting and do follow up phone calls.
 - b. Work the roster – make calls and get e-mail addresses so we can communicate more efficiently.
 - c. Help me set up service learning projects by making phone calls to Circuit Judge’s office and in election years to area county clerks to help me find slots for students.
 - d. Be free to contact techies when technology fails to functions (it happens) during a class period.
 - e. Assist in putting admins evals together
10. Specifically for the Tutoring Center
 - a. Collate Tutor Evaluations
 - b. Put together various data sets
11. Resupply – get toner, dry erase markers, pens etc. from Margie.
12. Send Faxes
13. Call and schedule advisees plus follow up on no shows.
14. Assist with any necessary support for faculty initiated extra activities for students. (Science fair, STEM Expo, contests etc. in Melton)
15. Add items to master calendar for faculty (Science fair, etc.)
16. Provide signs for cancelled classes.
17. Prepare letters and other mailings, put on postage for faculty and programs (e.g. Elder Mountain, Ozark Studies Symposium, etc.)
18. Be present, mentally and physically willing to help with any tasks

Still to contact Donna Bird for:

1. File paperwork and let faculty know what’s been done- Ex: Dual Credit and Per Course Syllabus.
2. Add items to master calendar for faculty (Science fair, etc.)

Signed:

Marcella Bean

Judy Carr

Alexandra Graham

