

### **ART GALLERY**

They are responsible for maintaining a professional and responsible atmosphere within the Art Gallery including opening and closing the gallery, patrolling the gallery to protect exhibits, and assisting visitors with information about the Gallery's exhibitions. This includes making sure visitors are following rules for viewing the artworks, maintaining noise level in the gallery, and handing out informational brochures and answering questions. Other duties as assigned.

### **BIOLOGY LAB**

Will help take care of plants, animals, lab specimens, also help with the set up of biology labs. Clean tables and glassware. Other duties as assigned.

### **CERAMICS CLASS**

Assist Ceramic Instructor during class with materials, cleaning, or aiding students.

### **COUNSELING**

Data entry, telephones, filing and other duties as assigned. Must be able to type 35 wpm. May be required to provide front counter assistance to students and community member walk ins regarding counseling services. Other duties as assigned.

### **DIGITAL MEDIA LAB**

Will check Students in and out of computer labs as well as checking equipment out/in to faculty and students. Other duties as assigned.

### **INFORMATION & WELCOME CENTER**

Greet and acknowledge all customers in a friendly, professional manner and provide quick, responsive customer service. Responsible for providing superior customer service by assisting students, department representatives, administration and potential students with the information required to be a successful student at AVC. Help the Coordinator of Outreach to set Outreach priorities for resource needs and program access. Set-up, attend and represent AVC at campus and community events and conduct campus tours. Other duties as assigned.

### **KNAPP LIBRARY**

Assist with various library services including: Circulation, curb-side services, computer lab, commons, shelving & stack maintenance, and general clerical as needed. Other duties as assigned.

### **PERFORMING ARTS THEATER**

The position performs various duties, which may include cashiering, customer service, stocking, ushering/FOH duties, ticket-taking, answering phones, load-ins, load-outs, running crew, and other similar duties, as assigned

### **SCENE SHOP**

Assist keeping Scene Shop clean and organized, including sorting hardware, putting away lumber and tools, washing paint buckets, sweeping and mopping, etc. Other duties as assigned.

### **STEM PROGRAM**

The student will be a STEM Ambassador promoting the STEM Program and supporting your peers through group meetings, sharing resources, leading activities, and being an active STEM student role model both at AVC and in the community. Other duties as assigned.

### **STUDENT EQUITY**

Clerical duties to include answering phones, taking messages and data entry. Assisting with outreach events with setting up, tear down and clean up. Providing information regarding program services to students, staff and community member walk ins. Other duties as assigned.

### **STUDENT LIFE**

Will be making ID cards, taking deposits, answering phones, work the Marauder's Market, help with the Pantry, Plan and Execute Activities, and provide Student Health support. Other duties as assigned.