

All-Temps Internal Positions

Administrative

Work Description	Will Likely Perform	Typical Duties
Administrative (Clerical)	Lower-level office support functions	Data entry; customer service (bookstore, Panther Central, Arrival Survival, etc.); filing; front desk receptionist with few to no other duties; mail room.
Administrative (Professional)	Higher-level office support functions	Coordinating and managing office activities; preparing disbursements; managing schedules; participating in the management of departmental budgets.
Communications (Entry-Level)	Lower-level tasks related to the creation, development and circulation print and web material for University departments	Lower-level tasks related to the creation, development and circulation of print and web material for University departments
Communications (Professional)	Higher-level tasks related to the creation, development and circulation of print and web material for University departments as well as public affairs for the University	Coordinating projects for clients; overseeing the production of materials; representing the University/providing information to the media and public; arranging press conferences.
Student Services (Professional)	Tasks related to the management of services to University students and various programming	Performing counseling and/or advising; recruiting students; developing strategies to reach populations of students; analyzing results of programs.

Facilities/Maintenance

Work Description	Will Likely Perform	Typical Duties
Cleaner	Lower-level tasks related to the maintenance of University facilities	Cleaning equipment, classrooms, offices, restrooms and other University facilities; stocking supplies; transport material; empty waste cans and recycling materials.
Facilities/Maintenance (Entry-Level)	Lower-level tasks related to the maintenance of University facilities	Cleaning; repair work; outdoor work; inventory.
Facilities/Maintenance (Professional)	Higher-level tasks related to the maintenance of University facilities	Coordinating services to complete maintenance projects; providing estimates for projects; serving as project manager; creating timelines for completion of projects; overseeing a work group.
Systems/Technical (Entry-Level)	Lower-level tasks related to the maintenance and development of University computing systems, networks, services and resources	Assisting users with day-to-day issues; troubleshooting computing errors; managing printer functions; developing and/or implementing programs; participating in system analysis.
Systems/Technical (Professional)	Higher-level tasks related to the maintenance and development of University computing systems, networks, services and resources	In-depth analysis of systems; implementation of new systems; serving in project manager roles; evaluating and determining standards for hardware.
Union	Plumber, Laborer, Sheet Metal, Electrician, Painter, Operating Engineer, Steamfitter	Plumber; laborer; sheet metal; electrician; painter; operating engineer; steamfitter.

Instructor/Research

Work Description	Will Likely Perform	Typical Duties
Fine Arts	Specialized for Theatre Arts - these positions include Actors, Musicians, Stagehands, Figure Models, and more	Providing performance services such as acting, musicianship or backstage assistance for the Theatre Arts department's theatrical productions.
Health Professional	Tasks related to research and/or treatment within University medical facilities	Performing general nursing duties such as: blood draws; obtaining medical history; examining specimens; selecting and enrolling subjects into studies; conducting physical examinations; making treatment recommendations.
Research (Entry-Level)	Tasks related to the preparation and basic operation of lab functions or social research	Set-up and basic operation of lab equipment; clean-up and maintenance of facilities; collection/coding of data; assisting with procedures on small animals; may also be responsible for performing interviews with participants in research studies.
Research (Professional)	Tasks related to the execution and analysis of lab functions or social research	Performing laboratory procedures; developing materials; managing data collection; data input; evaluation and analysis; participating in the design and planning of protocols.

Stargazer	Specialized for Physics & Astronomy	Monitoring the night sky and record observations of various changes and fluctuations in astronomy-related phenomena.
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Other		
Work Description	Will Likely Perform	Typical Duties
Event Worker	Specialized for Athletics - these positions include Scorekeepers, Greeters, Scoreboard Operators, and more	Operating scoreboard; monitoring statistics during games; greet visitors to athletic facilities; hand out programs at events.
Tour Guide	Specialized for UCIS - Nationality Rooms program	Providing thoughtful and knowledgeable tours of the Nationality Rooms in the Cathedral of Learning to on-campus visitors.
Other	Exceptional requests that do not fit into any of the work descriptions above	Exceptional requests that do not fit into any of the work descriptions above.