



## Summary of Short-term Casual Employee Job Descriptions

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Below is a summary of the generic short-term casual job descriptions that are available in JAC as templates. A department can also create their own short-term temporary description, if necessary, in collaboration with the Client Manager.

### **Short-term Casual (Clerical):**

The Short-Term Casual (Clerical) will provide general support to the department. Duties may include: Answering telephones and keeping staff calendars updated. Filing and record keeping. Performs additional related duties as assigned.

### **Short-term Casual (Administrative Support):**

The Short-Term Casual (Administrative Support) will provide general support to the department. Duties may include: Picking up and delivering mail, packages, supplies, etc. Set up and clean up for conferences, lectures and meetings. Answering telephones and keeping staff calendars updated. General office administrative tasks. Performs additional related duties as assigned.

### **Short-term Casual (Trades Support):**

The Short-Term Casual (Trades Support) will be responsible for assisting in the day-to-day tasks of the Facilities Department. Duties may include: Minor carpentry, painting, electrical, and/or plumbing work. Performs preventive maintenance to insure that equipment is in proper working condition. Performs snow removal and apartment preparation on an as needed basis. Some heavy lifting may be required. Performs additional related duties as assigned.

### **Short-term Casual (Cafeteria and Food Worker):**

The Short-Term Casual (Cafeteria and Food Worker) will be responsible for assisting in the day-to-day tasks of the Facilities Department. Duties may include: General food service work involving varied counter service tasks, preparation of food and sanitation tasks. Following established kitchen standards and recipes, policies of Columbia University restaurants and management, and health and safety regulations, responsible for the preparation and production of all foods in all areas of the Kitchen. Performs additional related duties as assigned.

### **Short-term Casual (Research Support):**

The Short-Term Casual (Research Support) will be responsible for assisting in the day-to-day operation of the laboratory. Duties may include: Ordering supplies for the laboratory, arranging for maintenance of all laboratory equipment, and miscellaneous duties related to the functioning of the laboratory. Performs additional related duties as assigned.

### **Short-term Casual (Research Support – Non-technical):**

The Short-Term Casual (Research Support – Non Technical) will be responsible for assisting in the day-to-day operation of the laboratory and/or research support activities. Duties may include: Ordering supplies for the laboratory, arranging for maintenance of all laboratory equipment, assist with research support activities and miscellaneous duties related to the functioning of the laboratory. Performs additional related duties as assigned.