JOBS AND TITLES FOR 14-15 YEAR OLD MALES AND FEMALES
AT THE UNIVERSITY OF MICHIGAN

OFFICE TYPE WORK
Mail clerk (sorts & delivers mail) no driving
Office work (clerical)
Occupational therapy aide
Desk Clerks (typing and filing)
Filing
Operating blueprint machine
Trimming blueprints
Making negatives and positives
Errands, on foot or public transportation only
Typist-Clerk
Switchboard Operator
Reception work
Calculator work
Operating posting machine
Adding machine work
Stock inventory and storage
Observer
Messenger - on foot or public transportation only

LABORATORY ATTENDANT
Lab attendant (hand wash glassware, runs
errands, index and catalogue specimens)
Drafting, detailing
Programmer for computer
Computing machine operator

CAFETERIA TYPE WORK
Bussing and counter work in cafeteria
Waiting tables
Waiters and Waitresses
Busboy
Checkroom Attendant
Serving food
Hand washing & drying dishes and silver

CUSTODIAN TYPE WORK
Linen attendant (sorts & delivers linen) no driving
Delivers supplies - no driving
Errands on foot
Janitor work
Weeding lawn and garden
Laying sod - seeding lawns
Pruning shrubbery
Watering lawns and shrubbery
Loading and unloading trucks
Museum attendant
Car washer - protective clothing to be furnished
Oiler

JOBS AND TITLES FOR 16-17 YEAR OLD MALES AND FEMALES
AT THE UNIVERSITY OF MICHIGAN

OFFICE TYPE WORK
- Operate office duplicating machines
- Mail clerk (sorts & delivers mail) no driving
- Office work (clerical)
- Occupational therapy aide
- Desk Clerks (typing and filing)
- Filing
- Operating blueprint machine
- Trimming blueprints
- Making negatives and positives
- Errands, on foot or public transportation only
- Typist-Clerk
- Switchboard Operator
- Reception work
- Calculator work
- Operating posting machine
- Adding machine work
- Stock inventory and storage
- Observer
- Messenger - on foot or public transportation only
- Replacing books on shelves in library
- Reading measuring instruments, making mathematical computations & plotting charts

LABORATORY ATTENDANT
- Lab attendant (hand wash glassware, runs errands, index and catalogue specimens)
- Drafting, detailing
- Programmer for computer
- Computing machine operator
- Making light weight samples weighing about two or three pounds

CAFETERIA TYPE WORK
- Food Service Worker
- Bussing and counter work in cafeteria
- Waiting tables
- Waiters and Waitresses
- Busboy
- Checkroom Attendant
- Serving food
- Hand washing & drying dishes and silver
- Bellboys
- Grill work - short order cooking only

CUSTODIAN TYPE WORK
- Linen attendant (sorts & delivers linen) no driving
- Stockman (delivers supplies - no driving)
Errands on foot
Janitor work
Weeding lawn and garden
Laying sod - seeding lawns
Pruning shrubbery
Watering lawns and shrubbery
Loading and unloading trucks
Museum attendant
Car washer - protective clothing to be furnished
Oiler
Mixing soap
Waxing & sweeping floors
Washing woodwork for floor level
Hand cutting of padding
Weighing of soiled linen
Shoveling snow
Cleaning garages
Cleaning out ashes
Raking leaves
Hand mowing lawns (prohibited from using power equipment)
Rolling & marking tennis courts
Washing walls - floor level
Grading lawns by hand

RECREATION
Caddies

VOLUNTEER WORK
Reads, otherwise assists patients