

Corporate Work Study Program

Sample Student Associate Schedules

A Guide for Structuring a High-Impact Workday

These sample schedules are designed to provide examples of a structured and engaging workday across different industries. Each schedule reflects a 9:30 AM – 5:00 PM workday and includes a balance of skill-building, shadowing, and support tasks.

Feel free to adjust these examples based on your department's needs, priorities, and rhythms.

Departments Covered

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|-------------------------|------------------------------|
| 1. Accounting & Finance | 6. Marketing |
| 2. Customer Service | 7. Supply Chain Operations |
| 3. Human Resources | 8. Sales |
| 4. IT | 9. Education |
| 5. Law | 10. Hospitals & Patient Care |

1. Accounting & Finance

Invoice processing, expense tracking, and financial recordkeeping

Time	Activity
9:30 – 9:45 AM	Supervisor check-in; review invoice log and daily goals
9:45 – 10:30 AM	File receipts, organize bank statements, update expense tracker
10:30 – 11:15 AM	Scan and index financial documents into CRM
11:15 – 11:30 AM	Break
11:30 – 12:15 PM	Sit in on meeting and take minutes.

Time	Activity
12:15 – 1:00 PM	Lunch
1:00 – 1:45 PM	Data entry: update vendor profiles or deposit logs in Excel
1:45 – 2:30 PM	Research: “What is a trial balance?” + summary worksheet
2:30 – 2:45 PM	Break
2:45 – 4:30 PM	Assist with digital filing or compliance checklist
4:30 – 5:00 PM	Wrap-up and supervisor debrief + timecard reflection

2. Customer Service

Reception support, client communication, and data entry

Time	Activity
9:30 – 9:45 AM	Check-in; review client call log, daily priorities
9:45 – 10:30 AM	Answer phones (scripted), take messages, organize mail
10:30 – 11:15 AM	Draft template letters or proof client emails
11:15 – 11:30 AM	Break
11:30 – 12:15 PM	Update customer database in CRM
12:15 – 1:00 PM	Lunch
1:00 – 1:45 PM	Prepare welcome packets for clients or employees
1:45 – 2:30 PM	Monitor and restock reception space
2:30 – 2:45 PM	Break
2:45 – 4:30 PM	Assist with printing, packaging, or outgoing correspondence
4:30 – 5:00 PM	Supervisor check-in; submit timecard

3. Human Resources

Onboarding logistics, recruitment prep, and internal communications

Time	Activity
9:30 – 9:45 AM	Check-in and review goals for the day
9:45 – 10:30 AM	Scan W-4s, organize personnel files
10:30 – 11:15 AM	Schedule interviews or meetings in calendar
11:15 – 11:30 AM	Break
11:30 – 12:15 PM	Research: “What makes a great workplace?”
12:15 – 1:00 PM	Lunch
1:00 – 1:45 PM	Prepare onboarding folders or training materials
1:45 – 2:30 PM	Draft HR email template or help format internal flyer
2:30 – 2:45 PM	Break
2:45 – 4:30 PM	Help organize calendar, prep for company event
4:30 – 5:00 PM	End-of-day debrief + timecard submission

4. Information Technology

Help desk, hardware setup, and basic tech support

Time	Activity
9:30 – 9:45 AM	Supervisor check-in; review hardware log
9:45 – 10:30 AM	Inventory cables, chargers, or unused equipment
10:30 – 11:15 AM	Assist with ticket logging or basic password resets
11:15 – 11:30 AM	Break
11:30 – 12:15 PM	Shadow tech support during issue resolution
12:15 – 1:00 PM	Lunch

Time	Activity
1:00 – 1:45 PM	Wipe or label devices; assist with laptop prep
1:45 – 2:30 PM	Excel project: track equipment or service requests
2:30 – 2:45 PM	Break
2:45 – 4:30 PM	Document tech instructions or help update FAQ binder
4:30 – 5:00 PM	End-of-day debrief + timecard submission

5. Law Firm Admin Support

File organization, court documents, and office administration

Time	Activity
9:30 – 9:45 AM	Morning check-in with supervisor; discuss schedule for the morning and any questions
9:45 – 10:30 AM	Digitize and scan client documents, name and file in shared drive
10:30 – 11:15 AM	Shadow front desk or assist with phone scripts and voicemail logging
11:15 – 11:20 AM	Break
11:20 – 12:15 PM	Help prepare case summaries or review sample legal documents
12:15 – 1:00 PM	Lunch
1:00 – 1:45 PM	Draft templated client letter or follow-up email
1:45 – 2:30 PM	Sort and scan court documents
2:30 – 2:45 PM	Break
2:45 – 4:30 PM	Assist with redacting documents, organizing files, or delivering internal mail
4:30 – 5:00 PM	Supervisor EOD feedback meeting and time to complete the daily timecard

6. Marketing

Event preparation, brand communications, and social media tasks

Time	Activity
9:30 – 9:45 AM	Morning check-in with supervisor; review today's assignments
9:45 – 10:30 AM	Create name tags or tent cards for meetings
10:30 – 11:15 AM	Draft or edit social media captions using a content calendar
11:15 – 11:20 AM	Break
11:20 – 12:15 PM	Research: Find 3 examples of strong marketing materials (ads, graphics, etc.)
12:15 – 1:00 PM	Lunch
1:00 – 1:45 PM	Assist with designing a PowerPoint for an upcoming presentation
1:45 – 2:30 PM	Prep mailings or marketing packets for event
2:30 – 2:45 PM	Break
2:45 – 4:30 PM	Format and schedule posts in Hootsuite/Canva (supervised)
4:30 – 5:00 PM	Supervisor debrief; log accomplishments in timecard

7. Supply Chain Operations

Order processing, logistics coordination, and vendor records

Time	Activity
9:30 – 9:45 AM	Supervisor check-in; review active orders or reports
9:45 – 10:30 AM	Verify and send purchase orders; scan invoices
10:30 – 11:15 AM	File delivery receipts; update tracking spreadsheet

Time	Activity
11:15 – 11:20 AM	Break
11:20 – 12:15 PM	Research logistics terms: “What is a bill of lading?” etc.
12:15 – 1:00 PM	Lunch
1:00 – 1:45 PM	Assist with organizing vendor folders or inventory bins
1:45 – 2:30 PM	Draft internal memo about shipping updates or delays (using a template)
2:30 – 2:45 PM	Break
2:45 – 4:30 PM	Enter data into Excel; clean up supply chain archive folders
4:30 – 5:00 PM	End-of-day check-in + timecard submission

8. Sales

Lead tracking, outreach preparation, and presentation support

Time	Activity
9:30 – 9:45 AM	Check-in and review outreach or project list
9:45 – 10:30 AM	Assist with call script revisions or draft outreach emails
10:30 – 11:15 AM	Update contact list in CRM
11:15 – 11:20 AM	Break
11:20 – 12:15 PM	Research: 5 competitor companies and their websites
12:15 – 1:00 PM	Lunch
1:00 – 1:45 PM	Continue competitor research
1:45 – 2:30 PM	Input lead data into Excel or Salesforce
2:30 – 2:45 PM	Break

Time	Activity
2:45 – 4:30 PM	Draft short pitch presentation in PowerPoint using a template
4:30 – 5:00 PM	Supervisor debrief and timecard review

9. Education

Administrative support, records management, and family communication

Time	Activity
9:30 – 9:45 AM	Morning check-in; review school calendar or tasks
9:45 – 10:30 AM	Sort and deliver mail; update bulletin board or flyers
10:30 – 11:15 AM	Brainstorm school-wide event activities for an upcoming holiday
11:15 – 11:20 AM	Break
11:20 – 12:15 PM	Assist as teacher's aide or lunch monitor
12:15 – 1:00 PM	Lunch
1:00 – 1:45 PM	Create or maintain Excel document for student information or awards
1:45 – 2:30 PM	Assist with organizing academic records or attendance logs
2:30 – 2:45 PM	Break
2:45 – 4:30 PM	Prep teacher materials or classroom packets for the next day
4:30 – 5:00 PM	End-of-day supervisor check-in + timecard

10. Hospitals & Patient Care (Administrative)

Appointment scheduling, file preparation, and intake support

Time	Activity
9:30 – 9:45 AM	Supervisor check-in; review weekly schedule or admissions board
9:45 – 10:30 AM	File patient records or organize benefit folders in Excel
10:30 – 11:15 AM	Confirm appointments via phone or email
11:15 – 11:20 AM	Break
11:20 – 12:15 PM	Review and update intake forms or charts (with supervision)
12:15 – 1:00 PM	Lunch
1:00 – 1:45 PM	Assist with scanning documents for patient files
1:45 – 2:30 PM	Create welcome packets for residents or patients
2:30 – 2:45 PM	Break
2:45 – 4:30 PM	Inventory materials or prep orientation folders
4:30 – 5:00 PM	Supervisor check-in; submit timecard