

Federal Workstudy Jobs Available

SEVERAL SUMMER POSITIONS!

Updated July 14, 2016

Work on campus in between your classes. To fill a summer position, you must have filed a 2015-2016 FAFSA, completed your file, have unmet financial need and not be in a disqualified status. To work in summer you must be enrolled in summer school or you were enrolled in spring 2015 and are enrolled for fall. Fall term positions require you to file a 2016-17 FAFSA, complete your file, have unmet financial need and enroll in at least 6 fall units.

How to Apply:

1. Confirm your eligibility with the financial aid office first.
2. Determine the positions you are interested in and contact the person indicated under each position directly.
3. Submit a **resume** and your **available work hours** to the person indicated under each position directly.

[ADMISSIONS AND RECORDS/Online Service Center](#) [\\$10.50/hour](#) [20 hours/week summer, 10 – 20 hours/week through school year.](#)

Looking for 2 students. Student will provide support to the Admissions & Records staff with clerical and computer entry duties and will provide information to the public and help students with registration process. Provide support for the Admissions & Records staff as needed with various projects, mail pick-up and delivery, run errands on campus, mass mailings, scanning and indexing documents, filing, typing folder labels, customer service assistance with students and the public by phone and at the front counter. Good intuitive computer skills with windows based software. Must be reliable. Mature attitude, pleasant and approachable demeanor, able to work well with the public. Able to work under limited supervision. Must be detail-oriented, accurate, and be able to multi-task. Answer daily emails, pull voicemails from system and answer or delegate appropriately, answer phones & take messages, assist students in Online Service Center, must be familiar with current Excel, Word, email programs, navigation of college website and CLASS-Web.

Contact Maria Pena-Bradford, Admissions and Records Office Building 1600, 424-1543; drop off resume and available work hours.

[Arts, Letters, and Social Sciences Student Assistant \(ALSS\)](#) [20 hrs/wk summer, 10 hours/week during school year](#) [\\$10/hour](#)

Student must understand and be willing to work with students, faculty, and the public and be able to provide good customer service. The student must have a basic understanding of word processing, using a copy machine and answering the phone. **Job Duties:** Assisting the Administrative Assistant and/or Division Dean with the basic function of daily operations in the office. Assist with answering phone calls and directing student, faculty and the community to the right resources. Assisting the administrative assistant with photocopying, picking up and dropping off mail, front counter services and minor clerical duties. Assist with minor duties related to events and/or activities that occur in the Division.

Contact Ralitsa Ivanova-Olsson, Building 4000, Room 4111, 424-1383; drop off resume and available fall work hours.

[MASS COMMUNICATIONS MEDIA LAB ASSISTANT](#) [20 hrs/week in summer, 6 – 10 hours/week during the school year.](#) [\\$10.50/hr](#)

Proficiency on computers required. Mac experience desired (but will train). Good organization, communication, time management, and leadership skills required. Must be responsible, conscientious, able to work independently, and a quick study. The student assistant will assist the instructor, the instructional assistant, and the students in all aspects of operation of the media lab. Typical duties will include answering the telephone, communicating with current and potential advertisers, arranging the archives, and working with students. Sales and technology experience is desirable. This job will provide hands-on work in journalism. This would especially benefit speech, theater, English, mass communications, journalism, business, marketing, and graphic design majors. **Contact Melissa Korber, Mass Comm Media Lab Room 2409, 424-1240 or 424-1286**

THEATRE ARTS ASSISTANT 5 – 10 hours/week; includes weekends \$11.00/HR

Students will support the theater program by performing a variety of assigned tasks.

knowledge of costume and scene shop procedures. Experienced in MS Word, Publisher and Excel. Assist in the maintainance of scenic and costume shop spaces. Some assistance with production, which might include construction, painting, or marketing efforts. Front of house responsibilities may include usher events, box office management, or ticket sales. *Contact Titian Liss, 424-1127, Bldg 4000, Mertes Center for the Arts*

STUDENT HEALTH & WELLNESS FRONT OFFICE ASSISTANT \$10.50/hour

up to 20 hours/week *Looking for a student to work June 13 through Aug 4, and then again beginning August 17 for the regular school year*

Seeking a student interested in exploring a career in the health & wellness field. The student must have the ability to speak and write effectively, have excellent people skills, proficient typing & computer skills, must be able to prioritize and work well under pressure. Be able to work independently and as part of a team. Must have a high level of initiative, and interest in health & wellness programs. The student will work at the front desk and reception, pull voicemails from system and answer or delegate appropriately, answer phones & take messages, and help students schedule appointments. The student will work directly with the Nurse Practitioner to ensure professionalism and efficiency. Other tasks will include Filing, copying projects, Assisting with (planning, set-up, organizing, etc.) various outreach and on-campus events. The Student is responsible for maintaining cleanliness of the reception area and restocks health materials & health promotion board with monthly topics. The student will provide clerical support for staff as needed with various projects, mail pickup and delivery, run errands on campus, campus sign postings, scanning and copying documents and customer service assistance with students and staff/faculty. Must be detail-oriented and be able to multi-task. Includes health outreach duties promoting health services and health promotion campaigns. ***Submit resume and available work hours to Dayna Barbero, Student Health & Wellness Center, Bldg 1700, 424-1831***

BIOLOGY/CHEMISTRY SCIENCE PREP ROOM 6 - 10 hrs/week beginning Fall \$10.50/hour

Need to be able to work with minimum supervision, have strong background in chemistry and biology, and in computers sufficient to help establish a new database of chemicals or other inventories using M/S Excel or Word. With recommendation from instructor, the student assistant should have adequate experience in chemistry and biology to perform at the level expected of LPC Chem 1A and Bio 30 students. The student assistant will be working in a professional team environment in the Chemistry-Biology stockroom assisting in the daily responsibilities of preparing laboratories and improvement projects to assure that proper Biology & Chemistry supplies are available for labs in a timely manner and that the storage locations are noted. The student assistant will be responsible for wearing proper safety protection such as a labcoat, eye protection, proper shoes and gloves where/when appropriate. In addition to general housekeeping and glassware washing activities, the student assistant may assist with solution and unknown preparations, file slides, locate and return chemicals to their proper locations, locate and handle preserved specimens, return lab items to their storage area, transplant plants, feed animals, care for plants, work on special projects, etc. The student must handle confidential information properly. ***Contact Hiring Supervisor: Gerry Gire, 424-1331***

MSEPS DIVISION OFFICE ASSISTANT 5 – 10 hours/week beginning Fall 2016 \$10/hour

Good customer service skills needed to work with students, faculty and the public. Good basic understanding of MS Word and Excels, able to operate copy machine and have excellent phone skills. Assist staff with the basic function of daily operations in the office, including answering phones and directing students, faculty and the community to the right resources, photocopying, picking up and dropping off mail, front counter services and minor clerical duties such as maintaining spreadsheets and office files. Assist with duties related to events and/or activities that occur in the Division. ***Contact Linda Cross, 424-1183.***