

# FEDERAL WORK-STUDY POSITIONS

## 2008 – 2009 Academic Year

### DEPARTMENT OF STUDENT FINANCIAL AID

- Needs at least four individuals, who are organized, focused, detail oriented, and have great communication skills particularly telephone etiquette.
  - Workers will be required to work as customer service representatives answering and assisting individuals who call in. Training will be provided and required!
  - Professional behavior a must and requested to work no more than 20 hours a week.
  - Please contact Mr. Shagonda Love if interested at (573) 681-5028 or 103 Young Hall.
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### OFFICE OF ALUMNI AFFAIRS

This is to request two (2) Work Study Students for the Office of Alumni Affairs.

Job Description: Answer phone when needed; address, stuff and sort envelopes; make copies; pick up mail; run campus errands; data entry, other miscellaneous duties as requested.

Skills Required: Good telephone skills, computer experience (using Microsoft word, excess and excel).

-Please contact Ms. Sandy Griffin if interested at (573) 681-5573 or in Memorial Hall.

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### PAGE LIBRARY:

We need several (about 15) Work Study Students. The Library is open 92 hours per week:

Sunday 3 pm-Midnight  
Monday-Thursday 7:30 am-Midnight  
Friday 8:00 am-5:00 pm  
Saturday 9:00 am-5:00 pm

Our student workers need to be:

- Willing to work
- Dependable
- Punctual
- Detail-oriented
- Computer Skills welcomed but not required
- All students will be trained as needed.

Please contact Ms. Lois I. Marshall in Page Library at (573) 681-5509 or [marshall@lincolnu.edu](mailto:marshall@lincolnu.edu).

## **COLE COUNTY UNIVERSITY OUTREACH AND EXTENSION CENTER:**

### **Work Study Secretary/Receptionist (3 student workers needed)**

#### **General**

The work study office secretary/receptionist is responsible for a variety of secretarial and receptionist work for the total county extension program.

#### **Major Duties**

##### **Effective Communications**

- 1) Cordially and diplomatically assist all office visitors
- 2) Manage incoming telephone calls.
- 3) Ensure regular distribution of both postal and electronic mail.
- 4) Ensure mail is posted nightly.
- 5) Ensure that all typing is completed in a timely manner. The appearance of the final typed material must promote a good professional image.
- 6) Process, refer, conduct, or answer questions concerning soil tests, forage lab tests, plant pathology, bean germination, private applicators license and pressure gauge testing.
- 7) Maintain the flow of information taking accurate, timely messages, requests, etc.
- 8) Maintain a spirit of cooperation with staff; working as a team to accomplish the objectives of Extension.
- 9) Project a positive image and maintain appropriate office dress attire.
- 10) Assist with web-page maintenance

##### **Support of the Overall Office Operation**

- 1) Receive check and cash payments for products and services.
- 2) File as needed.
- 3) Assist with ensuring that an adequate inventory of all necessary office supplies is maintained.
- 4) Assist with managing and maintaining an appropriate inventory of guide sheets, bulletins, and other resource material.
- 5) Assist with maintaining an office inventory of all office furniture and equipment.
- 6) Ensure that the overall appearance of the office area promotes a neat and professional image and maintains.
- 7) Distribute office brochures assist with their development and maintenance as needed.
- 8) Schedule correspondence exams.
- 9) Schedule room rentals.
- 10) As directed set up meeting room(s) for programs, meetings, conferences, etc
- 11) As directed by the assigned supervisor and CPD run occasional errands, which will be reimbursed.

##### **Support of County Specialists**

- 1) Assist each specialist with the development and maintenance of program mailing lists or

other databases, priority of effort to 4-H.

- 2) Assist each staff member with development of program materials as required, priority of effort to 4-H.
- 3) Assist with Preparing newsletters and other materials for mailing.
- 4) Assist with gathering year-end reports from area specialists and publish the County Annual Report.

### **Support of County Extension Council**

- 1) Assist with preparing all council minutes and letters.
- 2) Assist with maintaining councils' files.
- 3) Assist with Council fundraisers. Answer questions and assist chairman of events.
- 4) Assist with council elections.
- 5) Assist with the Annual Dinner.

### **Other duties as specified/approved by CPD**

#### **Accountability**

- A. The work study secretary/receptionist supports the program efforts of all extension professional and para-professional staff.
- B. The regular supervision of the work study secretary/receptionist is provided by the council secretary/receptionist and the county program. With the approval of the county program director, direct supervision may be delegated to a specialist.
- C. Performance reviews will include input from the county program director and the secretary receptionist. As determined by the county program director, input from other specialists, paraprofessionals will be sought.

If interested, please contact Mr. Brocke Laws at (573) 634-2824 or lawsb@missouri.edu.

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## **STUDENT SUPPORT SERVICES:**

We would like to request a federal work-study student.

1. Number of students needed: 1
  2. Work Schedule: Flexible
  3. The student would be responsible for the following: picking up mail, running campus errands, answering telephones, making copies, filing, and any other duties deemed necessary by the director in order to maintain the goals and objectives of the program.
  4. Student must have some computer experience and be able to alphabetize correctly.
  5. If interested, please contact Mrs. Ruby Stewart at (573) 681-5974 or [stewartr@lincolnu.edu](mailto:stewartr@lincolnu.edu).
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## **OFFICE OF UNIVERSITY ADVANCEMENT/LU FOUNDATION:**

The office of University Advancement/Lincoln University Foundation is seeking twenty - thirty students for the Lincoln University Phonathon Program. The Phonathon Program will provide jobs for Lincoln undergraduates and graduate students.

The phonathon student workers call alumni and parents across the nation. The goal of the Phonathon Program is to increase participation and giving among alumni and parents, while also establishing ties with those who are not able to come back to campus. Student callers are important to the overall success of the LU Fund Campaign. The dollars raised through the Phonathon Program will be used for financial aid and scholarships.

The primary responsibility of student callers is telephoning alumni and parents asking for LU Fund contributions. These callers will be trained in telemarketing techniques. Callers will periodically be evaluated by the supervisors of the Phonathon Program and must be able to work toward a series of goals. The Phonathon Program is seeking diligent, detail-oriented students to fill these positions. Callers must have excellent oral communication skills. Punctuality and responsibility are a must.

The Phonathon program will run from February 2009 – April 2009. Callers are expected to work a minimum of two nights a week (Monday –Thursday) 4:30pm – 8:30pm. The Phonathon program offers **a number of financial incentives**, and you work the hours that are convenient for you.

If you are interested in being a student caller, please e-mail Ella Howell at [howelle@lincolnu.edu](mailto:howelle@lincolnu.edu) or Constance Bearnesc at [bearnesc@lincolnu.edu](mailto:bearnesc@lincolnu.edu) or call 681-5611.

## **DEPARTMENT OF BUSINESS AND ECONOMICS**

The Department of Business and Economics has two (2) openings with a morning (8:00 AM to 12:00 PM) and afternoon shift (2:00 PM to 5:00 PM).

Student workers would be responsible for the following: mail pickup and distribution, make copies, filing, answer phones, and any other duties deemed necessary by the dean in order to maintain the goals and objectives of the department.

Students must be dependable, trustworthy, and willing to work each shift.

If interested, please contact Kennette Herndon in 101 Stamper Hall or at (573) 681-5487.

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## **DEPARTMENT OF NURSING**

List of responsibilities are as follows: (*\*\*Will train in all areas*)

- Able to work 9 hours a week, from 1:00 p.m. to 4:00 p.m. (preferably Mon, Wed. Fri) but will work out a schedule
- Must be dependable and on time
- Efficiency in filing and typing
- Adhere to confidential and ethical work policies of the Nursing Department
- Pick up and deliver mail as needed

Please contact Val in the Nursing Dept. at (573) 681-5421

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## **COOPERATIVE RESEARCH PROGRAMS**

Lincoln University students are invited apply to for a student worker position with the Hydroponic Research Project team.

### **The Lincoln University Hydroponic Research Program**

Consistent with the mission of the 1890 Land-Grant Program, the Lincoln University Hydroponic Research Program was established in 2005 to serve the needs of small-scale, limited resource growers in the state of Missouri. Specifically, the hydroponic research team conducts research on simplified hydroponic production technology, aimed at improving the yield, quality and profitability of small scale hydroponic production enterprises. The hydroponic research project is located at Carver Research Farm, and comprised of two Controlled Environment Agriculture Greenhouses (CEAG).

### **Participating students will receive training in:**

- plant propagation techniques
- crop production and management
- laboratory techniques in plant nutrient preparation
- plant growth measurement, and
- the science of plant physiology.

Students participating in this program as student workers have a unique opportunity to improve their resume by acquiring valuable experience in plant science and horticulture technology.

### **Requirements:**

- 1) Applicants must be science or mathematics majors at Lincoln University of Missouri.
- 2) Have clear career objectives and commitment to learning
- 3) Submit a one page essay that clearly address the following:
  - a. Why you want to work with the hydroponic research team?
  - b. What contributions you intend to make to the hydroponic project?
  - c. How you expect to use the skills and knowledge acquired from this experience?
  - d. Are you currently employed a) on campus, or b) off campus? Explain!
  - e. Describe your computer skills by listing which of the following you can use with confidence (Microsoft –Word, Excel, PowerPoint®, ...other).

#### **Format: of essay:**

Type on one page (or two) of an 11 x 8.5” sheet of paper.

Use Times New Roman 12 font, with double spacing (may use the second page)

### **Contact Information:**

Dr. Jonathan Egilla

Research Asst. Professor & Principal Investigator (Horticulture)

Lincoln University Cooperative Research Program.

Foster Hall, 904 Chestnut Street

Jefferson City, MO 65102-0029.

(573) 681-5621