Work Study Positions Available 2013-2014

Alumni Affairs

- **Seeking responsible students** who can assist with cross-referencing data in different databases, research email addresses, verify data, identify employment data and undergraduate affiliation in extracurricular organizations.

Please contact Sandy Griffin at 573-681-5573 or stop by the Office of Alumni Affairs in Memorial Hall, if interested.

Agriculture

- **Student Research Assistant-**Assist in aquaculture research work. Work may involve water system maintance, feeding, assisting with research activities, database entry, laboratory analysis, and facility upkeep. Preferred majors are Agriculture and Biological Science but open to all that want to work.

If interested, please check with Greg Dudenhoeffer in 205 Founders Hall or 573-681-5124.

Athletics

- **Weight Room Supervisor**- This position requires supervision of students during open hours and daily cleaning of equipment. Responsible individuals with faculty letters of recommendation will be considered for this position. Some heavy lifting will be required and hours vary according to scheduled operating hours.

- **Intramurals Assistant**- This position requires availability during intramural activities for students and reports to the Director of Intramurals. Hours will vary in accordance to scheduled events. Some officiating experience required.

- **Student Athletic Trainer**- This position must be present at all home games and practice sessions, and travel when team when available. Assist with set up and take down during practice and games of athletic training supplies. Ability to lift 30 pounds is required and ability to drive a Gator safely. More information available in Athletic Office.

- **Sports Information**- This position reports to the Sports Information Director. Duties will include but not limited to assistance with game day publications, website maintenance, media guide publication assistance, photography, public announcement write ups, broadcasting of games via radio and webcasting of home athletic events. Must be able to work all home athletic events.

- **Main Office Support**- This position reports to the Assistant AD of Compliance. Duties include but not limited to assistance in filing, answering main office phone and directing the calls,

- **Video Coordinator**- This position will report to the Assistant AD of Business. This position requires attendance at all home athletic events. This position will be responsible for filming of the games that will be webcast on America One.

If interested, please contact Betty Kemna, Director of Athletics, 202 A Jason Gym or 681-5953.

These positions will be filled with the top candidates for each position. Please submit a letter of interest to Betty Kemna Director of Athletics you will be contacted by Sep 1 if you have been accepted for the position.

AUXILIARY SERVICE

Students Needed to manage the bowling alley on the weekends and some nights during the week.

If interested, please contact Buz Coon, Manager of the Bowling Center, Room B-9 Scruggs University Center or 681-5272

Center for the First Year Experience

- **Students needed** to answer phones, greet students, shred, data entry, mail run and copying**.**

If interested, check with the Center for the First Year Experience located at 120 MLK.

Human Resources

- **4 positions available**-In need of assistants for clerical means. Must be able to type, file, run errands, and be dependable. Also must be courteous and know how to deal with the public.

If interested, check with Linda Branch in room 101 Young Hall or at 573-681-5018

International Student Affairs

- **Students needed to conduct basic office operations.**

If interested, please check with the Department of International Student Affairs located at 926 East Dunklin Home Management Building.

Department of Nursing Science

Work study student-Able to work Monday, Wednesday, Friday (if possible) However, Tuesday, Thursday can apply. Time include 1 to 4 p.m. preferably Mon, Wed, and Fri. Must be dependable able to file, keep confidentiality, pick up and deliver mal as need, and help faculty/staff with projects as needed. Nursing majors may not apply due to conflict of interest handling department documents.

If interested, check with Val Henderson at 573-681-5421 to schedule an interview.

Pawley Theater and Mitchell Auditorium

- Students needed to help with the various activities taking place in Pawley and Mitchell Auditoriums**.**

If interested, check with Sylvia Wilson, Director of Auxiliary Services at 210A Scruggs or 573-681-6102.

Page Library

- **20 Work Study Positions Available**- We need students who are dependable and can arrive on time, who pay attention to detail, who can be courteous to our patrons (usually their fellow students), and who can be flexible enough to work in more than one area, if needed. We also would like students who respect themselves enough to dress appropriately.

  Library duties vary a great deal. Students may be working on computers, re-shelving books, helping patrons find books, and working at the Circulation Desk to check books & reserve materials in and out. Students may also be asked to work on various projects such as laminating, video-editing or to run errands (on campus-not in a vehicle), or help other students with computer technology.

If interested, please check with Page Library.

Department of Life and Physical Science

- **Biology lab preparer (1-2)-**Individual will help set up the Principles of Biology labs, prep solutions for exercises, wash dishes, clean up labs and help other labs as needed. Preferred majors include biology, chemistry, or agriculture students.

If interested, check with Mrs. Cynthia Morin in 117 Founders Hall or at 573-681-5618.

Schweich Hall Print Shop

- **Print Shop Worker (2) -** To assist the print shop manager with basic duties including cleaning the facilities.

If interested, check with Sylvia Wilson, Director of Auxiliary Services at 210A Scruggs or 573-681-6102.

Scruggs University Center

- **Rec Room Attendants (6)-**Students needed to work the rec-room. Duties include checking out pool sticks, cards, and games, and monitoring the room for trouble. Preferred major is business administration.
- **Administrative Office Worker (4)-**Assist the Administrative assistant with basic office duties. Requires casual business attire, possess good customer service skills, and must have good communication skills. Preferred majors are business administration and journalism.
- **Scruggs University Center Information Booth Worker(4)-** To staff the Information booth by answering questions about meeting locations and/or providing directions to campus locations by using a map. Very customer service heavy also needs to dress in causal business attire, must possess good customer service skills and have good communication skills. Preferred majors are business administration or journalism.

If interested, check with Sylvia Wilson, Director of Auxiliary Services at 210A Scruggs or 573-681-6102.

Student Activities

- **Office Assistant-** Support the daily operations of the Office of Student Activities while gaining further experience in program planning, leadership development, customer service and management.
- **Technology Coordinator-** Design and execute various print and electronic communication projects for the Office of Student Activities, including printed and electronic posters to promote programs and events, design information packages, brochures and assist with other special projects. Support the daily operations of the Office of Student Activities while gaining further experience in graphic communications, leadership development, customer service and management.

If interested, check with the Office of Student Activities located in Scruggs University Center B12.

STUDENT AFFAIRS

Front Desk Assistant- Duties include greeting guests, directing inquiries to appropriate offices, answering phones, filing, making copies, running errands, assisting Administrative Assistant to the Vice President of Student Affairs as needed. Students will receive training for the position.

Students applying must commit to being punctual and professional.

8 Student workers are needed.

If interested, contact Martha Kremer in the Office of Student Affairs located at 117 Young Hall

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Student Development and Conduct

- Students needed for data entry and clerical support**.**

Check with the Office of Student Development and Conduct located in 303 A Young Hall, if interested.

Student Financial Aid

Financial Aid Assistants-Duties include basic office tasks such as filing, answering calls, shredding, and helping students in the financial aid computer lab.

If interested, please check with Shagonda Love in the Department of Student Financial Aid, 103 Young Hall.

Student Health Center

2 Vacancies available

Student Health Educator- Promote, maintain, and improve individual and campus student community health by assisting individuals adopt healthy behaviors. Collect and analyze data to identify student needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles.

If interested, please contact LaToya Duckworth, Director, at 573 681-5878.

Student Housing

- **30 positions**- Students needed to work the desks of the various residential halls.

If interested check with student housing and residential life located 925 E. Atchison Court.

  - **Sherman Hall**- 10 students needed to work the desk of Sherman Hall. Mainly making sure visitors sign in and out of the building. **Check with Martin Reid at 573-681-3225, if interested.**
  - **Anthony Hall**- 8 student workers are needed to answer phones, assist students, taking ID's for visitation, maintaining logs, and writing maintenance request in logs and other office duties required. **Check with Sally Brown at 573 681-6557 or report to Anthony Hall, if interested.**
  - **All other resident halls will need work study students as well. Please report to that specific resident hall Desk Manager or Resident Director.**

University Advancement

- **Blue Tiger Phonathon Student Caller**- Student workers needed to contact prospective donors to solicit financial contributions to Lincoln University and to update alumni/donor records.

Applications are available at the Advancement Office in 301 Young Hall.

University Police Department

- **4 positions-** to help us with event security, parking issues and Residence Hall security concerns.
  - Students will assist the LUPD in helping provide and promote a safe environment on campus.
  - I need students who are mature, dependable, alcohol and drug free, and do not have a criminal record, are in good academic standing, willing to work on their feet, have good leadership and good communication skills, are personable yet firm about enforcing rules, who are prompt reporting for duty and will remain at an assigned post until relieved.
  - Must be willing to wear a Cadet Style uniform.

If interested, check with the Lincoln University Police Department.

University Relations

- **Campus switchboard operator-** Direct callers who dial the main campus number to the appropriate unit and/or individual and provide general information on important deadlines and/or campus events. We are seeking a well spoken student with a pleasant demeanor. They must be able to work under pressure due the volume of calls.

If interested, please check with University Relations located in 303 Young Hall or call 573-681-5580.

Young Hall Mail Room

- **Mail room worker (2) -** To assist the mail room supervisor with sorting and delivering mail. All majors welcome.

If interested, check with Sylvia Wilson, Director of Auxiliary Services at 210A Scruggs or 573-681-6102.