

2019-2020 Fall/Spring Work Study Positions Available

Office of Access and Abilities

Contact person – Greg Holtmeyer

4 positions available

Hours vary

Duties:

- Student Worker will work the phone at the front desk. They will forward the call to the Coordinator and/or take messages
- File test in the appropriate folder when instructors drop them off
- Fill out paperwork when instructors come to pick tests up after they have been administered
- Make appointments for students to take tests
- Make copies and send faxes when requested

Athletics

John Mosely/Tim Abney – 573-681-5333

Many positions open

- Athletic Compliance Office Assistant
- Sports Video Assistant
- Sports Information Assistant
- Athletic Director's Office Assistant
- Team Student Assistant
- Game Day Operations personnel

Auxiliary Office

Contact person: Martin Reid – 573-681-5080

2 positions available

Hours: 8:00 a.m. -5:00 p.m.

Duties:

- Assist in processing ID cards
- Answering phones,
- filing lost ID card payment forms
- Filing lost ID card charges for given to student prior to replacement card
- Run the office while supervisor is at meetings.

Boys and Girls Club

Kathy Crowe – 573-634-2582

Several Positions Open – Hours from 3:00 p.m. to 6:00 p.m. Monday – Friday

Would prefer Education Majors, Sociology Majors, or Social Work Majors-but not required.

Must pass a background screening through the Family Care Safety Registry and must obtain a TB test and physical examination.

Working with programs such as:

- Power Hour
- Smart Moves
- Meth Smart
- Triple Play
- Passport to Manhood

Busby Farm Research Farm

Contact Person – Chris Boeckmann – 573-635-2063

Several positions available

- Would prefer students who are enrolled in courses within the College of Agriculture, Environmental and Human Services
- Previous farm experience working with equipment and livestock is preferred but not required.
- Must have a means of transportation to the Alan T Busby Farm
- Must be available to work on weekends occasionally as deemed necessary by the Farm Manager.

Hours: Vary

Duties:

- Handling, feeding, watering and care for cattle, sheep, and goats. Baling of hay for livestock
- Preparation and maintenance of research plots for small fruits and vegetables
- Mowing and pulling weeds, as well as, weeding-eating in blueberry research plots
- Building and maintenance of fencing for livestock
- Rotating livestock in grazing systems
- Mowing grass and weed eating for maintenance of grounds at the Busby Facilities
- Other duties assigned by supervisor

Career Services

Laurence Hogg/ Mary Jones-573-681-5166 – 573-681-5265

Several positions Available – See Website

Hours: 8:00 a.m. – 5:00 p.m.

Job Duties will include many tasks such as filing, answering phones, and general office duties.

Department of Education

Contact Person – Marnita Stovall -Brown – 573-681-5250

2 clerical positions available

Hours: 1- Monday, Wednesday and Friday – 8:00 a.m. – 5:00 p.m.

2 – Tuesday and Thursday – 8:00 a.m. – 5:00 p.m.

Duties:

- To assist with basic applications of Word, Excel, Canvas and scanning and copying.
- Must be proficient in using Microsoft Windows.
- Filing experience would be a plus. Require a resume.

Department of Life & Physical Sciences

Professor Cynthia Morin – 573-681-5618

2 positions available

Hours: 10 hours a week Monday –Friday

Duties:

- The student would be helping to prepare the Principles of Biology lab exercises
- Wash glassware, clean up labs, make copies, mix solutions
- Wash flowers and put away materials on a weekly basis.
- The student needs to have a working knowledge on lab safety and preferably a biology major.

Financial Aid Office

Contact person – Kayla Smith 573-681-6153

5 or more positions available

Hours: Monday – Friday 8:00 a.m. to Friday 5:00 p.m.

Duties:

- General office duties-especially filing

Human Resources

Contact Person: Kelly Schlosser – 573-681-5018

4 clerical positions available

Hours: Monday – Friday; 8:00 a.m. – 5:00 p.m.

Duties:

- Must be able to file, answer phones, run errands and possible scan documents

JCTV

Contact person: Gloria Enloe

Several positions available

Hours Vary

Duties:

- Serve as crew during JCTV productions, both in studio and on location
- Assist in set up and tear down during studio and on-location productions
- Edit Video footage for playback on JCTV
- Compile and produce the Community Calendar
- Produce other specialty calendars, including any for athletics, homecoming or other special events
- Assist other students in the editing lab
- Assist station manager during class hours if available
- Mass mailing per semester

Journalism Office

Contact Person: William Sites – 573-681-5805

Several Positions available

Hours Vary

Duties:

- The employee will assist the LU Journalism coordinator with a variety of tasks, including organizing, promoting, and marketing LU journalism programs.
- Employee will also assist the journalism coordinator in the journalism media labs in Elliff hall 208, MLK 114 and Leslie Plaza 911, and other duties relevant to LU journalism courses.

KJLU Radio Station

Contact Person – Michael Downey – 573-681-5296

6 positions available

Hours Vary

Duties:

- Board Operator – The student will operate the main board and play music, the weather forecast and other programs as well as public service announcements as indicated on the programming log.
- The student will also record PSA's and other programs as requested.

LUPD

Contact Person: Captain Hill – 573-681-5555

Several Positions Available

Hours may vary

Duties:

- General office duties

Mailroom

Contact Person – Juli Ritchey, Gale Ortman, Whitney Pappas- 573-681-6104

Several Positions Available

Hours: Monday –Friday 8:00 a.m. – 5:00 p.m.

Duties:

- Help with Incoming mail and packages.
- Make list of incoming packages and sort.
- Hand out packages to students when they come to mailroom.

Nursing Science Department

Due to the nature of material and conflict of interest, Nursing Majors may not apply.

Contact person – Ann McSwain – 573-681-5423

One position available

Hours: 6 hours a week- from 1:00 p.m. to 3:00 p.m.

Duties:

- Must be dependable with a committed work schedule and must be on time
- Must be able to file efficiently, must be able to practice the confidentiality codes of the office, such as shredding of documents
- Must be able to assist with projects given to Administrative Assistant.

Office of Admission and Recruitment

Physical requirements – Must be able to operate standard office equipment (i.e. computer, phone, copier, etc.) Must maintain a 2.0 GPA. Must be able to lift 50lbs.

Contact Person – Tammy Nobles – 573-681-5519/ Kim Hill – 573-681-5102

Flexible Hours

Duties:

- Assist with the development, implementation, and coordination of various activities
- Assist with coordination of logistics for meeting and projects
- Assemble and maintain program kits
- Assist in maintaining bulletin boards
- Assist with set-up and breakdown of events
- Help monitor events along with staff and advisors
- Assist OSE with assuring logistics of programs and events
- Assist with special projects
- Attend office meetings
- Other duties as assigned
- Report incidents in building

Page Library

Contact Person(s): Bradley Kuykendall, Mark Schleer, and Katrina Blau

Several positions open

Hours Vary

Duties:

- General office duties, filing, answering phones, special projects assigned by supervisor.

Purchasing

Contact Person: Cole Abbott- 573-681-5418

3 positions available

Hours: 8:00 a.m. to 5:00 p.m.

Duties:

Warehouse:

- Prepare items for auction
- Record asset Information
- Upkeep of warehouse
- Filing
- Checking orders
- Update archive document/archiving
- Assisting in delivery
- May require Heavy Lifting

Office:

- Filing – one day a week

Residential Life

Contact person: Benjamin Kappelmann 573-681-5532

Several positions open

Hours: Vary

Duties:

- The primary function of this position is to assist the department in the area of administration and to serve as a source of information to the students, parents, staff, and other constituents. Performance of tasks relating to position will usually occur during the semester.
- Provide administrative support with filing, data entry, answering phones
- Assist RA with various projects
- Issue and sort mail to the residents
- Other project/duties assigned by supervisors

Student Activities

Contact person(s): Ernest Washington, Octoria Ridenhour, and Davion Thomas – 573-681-5266
Several Positions Available – Physical Requires-Must be able to lift 50 lbs. and must be able to use telephone and computer.

Hours: Vary due to scheduled activities

Duties:

- Must be able to work in a fast pace environment.
- Have excellent verbal and written communication skills
- Have knowledge of Microsoft Office.
- Be detailed-orientated. Must have the ability to work independently when given departmental policies and guidelines.
- Must understand and recognize confidential information and maintain security of it.
- Have integrity, punctuality and dependability skills.

Teaching and Learning Center

Contact Person (s): Dr. Rachel Sale – 573-681-5776 or 573-681-5442

7 positions available

Hours: 8:00 a.m. – 5:00 p.m.

Duties: General Office duties, filing, answering phones, assisting with student questions. Other duties assigned by supervisor.

VPAA – Vice President of Academic Affairs

Contact Person: Zandra Kent – 573-681-5074

2 positions available

Duties:

- General Office Duties
- Filing answering phones, assisting students with questions.
- Other duties assigned by supervisor.

Women's Resource Center

Contact person(s) Phyllis Wilkerson (573-681-6189), Heather Robinson (573-681-6189) and Brysen Russell (573-681-5314).

Several positions available

Hours Vary

Job Duties:

- Assist with the development, implementation, and coordination of various activities. Assist with coordination of logistics for meetings and projects.
- Type Correspondence.
- Update office forms.
- Assemble and maintain program kits.
- Assist with walk-ins and answering of phones as needed.
- Make deliveries around campus.
- Assist in maintaining bulletin boards.
- Provide weekly reports.
- Assist with special projects.
- Attend office meetings.
- Other duties assigned by supervisors.