

# 2018-2019 Fall/Spring Work Study Positions Available

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## **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

## **(Office of) Advancement/LU Foundation**

Contact Person(s): Earl Wheatfall (573-681-5506), Sally Brown (573-681-6070)

12 positions available per semester

Hours Vary –With some weekends needed

Duties:

- Students will file, answer telephone, greet guests, assist with bulk mailings, fill in at the front desk, run errands on campus, and other duties as assigned.
- Assist with special events such as the Foundation Scholarship Luncheon, President's tailgates, Foundation Gala, and Foundation Telethon.
- Business casual attire is required.

## **Athletics**

John Mosely/Montrice O'Neal/Tim Abney/Steven Smith – 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

## **Auxillary 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**

Kaitlyn Mallow – 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**

Ruth Canada/Donna Stallings/Marnita Stovall-Brown-573-681-5315

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 – Mary Ann Davenport – 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 – Alfred Robinson 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 or Latrice Wilson – 573-681-5555

Several Positions Available

Hours may vary

Duties:

- General office duties

## **Mailroom**

Contact Person – Derek Ketcherside- 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 – Valerie Henderson – 573-681-5421

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 Student Engagement**

Physical requirements:

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

Contact Person – Liz Morrow – 573-681-5026

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, Christina Chaney, 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: Chio Sheppard 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): Tammy Nobles, Octoria Ridenhour – 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 or Jamere Brown – 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) Tammy Nobles (573-681-5105), 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.