

# On-Campus Student Employment

## Opportunities

**FALL 2009**

Organization	Category	Description	Contact	Location	Phone	Work-Study Only?	Number of Positions
<b>Athletic Department</b>	Event Staff	<b>Help with games, ticket sales, set up, take down, etc. Office/Receptionist hours also available.</b>	Jermaine Williams	Saunders FH 2433	248-1879	Yes	10
<b>Biology Department</b>	Lab Assistant	<b>Assist with lab set up and demonstrations</b>	J. R. Read	SL 106	248-1172	Yes	1
<b>Business Office</b>	Student Cashier	<b>Cashiering, customer service,accounting experience preferred. Need help for morning &amp; noontime hours</b>	Grace Hendricks	Lowell Heiney Hall 102	248-1567	Yes	1
<b>Construction Management Program</b>	Equipment and supplies assistant	<b>Order and organize supplies and equipment for the Fall sememster</b>	Charlie Gains	CM/ ME Bldg WCCC	248-1551	Yes	1 or 2
<b>Educational Access Services</b>	Braille Transcriber	<b>Braille textbook and classroom materials production assistant. Good computer and people skills</b>	Tom Whalen	EAS Office Houston Hall 101	248-1801	Yes	1
<b>Educational Access Services</b>	Production and classroom assistants	<b>Note taking, textbook formatting, test monitoring, library assistance</b>	Tom Whalen	EAS Office Houston Hall 101	248-1801	Yes	Several
<b>Facilities Services</b>	Student Custodial	<b>Evening Hours for general cleaning duties</b>	Randy Higgins	Campus Services Bldg. 1260 Kennedy Rm 106	248-1236	Preferred but not required	5
<b>Facilities Services</b>	Student Custodial	<b>Resident Hall cleaners, College Center cleaners</b>	Sandra Warren	Campus Services Bldg. 1260 Kennedy Rm 107	248-1160	No	15
<b>Geology Dept</b>	Lab Assistants	<b>Preparation of lab materials, grade reports, drive vans for Field trips, Course req's GEOL111L,GEOL112L &amp;GEOL113</b>	Verner Johnson	Medesy 162	248-1672 vjohnson@mesastate.edu	Yes	2
<b>Information Technology</b>	Help Desk Assistants	<b>Assists students using the computer equipment in the Computer Lab. Many shifts available.</b>	Tom Orrell	L120	248-1841	No	Several
<b>Information Technology</b>	Student PC Technician	<b>Installation, maintenance, troubleshooting and repair of desktop/laptop and printers and software</b>	Gene Seitz / Joe McGraw	Lowell Heiney 218 Library 127	248-1745 / 248-1735	Preferred but not required	1

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<b>Montrose Campus</b>	Office Assistant	<b>Phones, Front Counter, Filing: Familiar with Word/Excel/Internet</b>	Becky Wolford	Montrose Campus Administrative Office	249-7009	Yes	1
<b>Performing Arts Costume Shop</b>	Stitchers	<b>Both hand and machine sewing of costumes. Some Saturdays may be required</b>	Heather Waggoner	MPAC 162	248-1328	Yes	3
<b>Recreation Center</b>	Rec Center assistants	<b>Information Desk Assistants 9am -5pm &amp; weekends</b>	Michael Wells	SRC137	248-1058	Preferred but not required	Several
<b>Tomlinson Library</b>	Library Assistant	<b>Circulation Desk Attendants</b>	Kawna Safford	Library 102	248-1406	Yes	1
<b>Tutorial Services</b>	Tutors	<b>Tutoring various subjects</b>	Ruth Mitchell	Houston 110 E	248-1248	Preferred but not required	3
<b>WCCC</b>	Campus Office Assistant	<b>Office duties as assigned, filing, assisting at the front counter, phones</b>	Susan Sale	WCCC Bldg A122	255-2605	Yes	1
<b>WCCC</b>	Maintenance/ Custodial helper	<b>Cleaning, minor repairs, ground maintenance.</b>	Curtis Strain	WCCC Bldg C102	255-2622	Yes	2
	Updated 10/14/2009						