

# On-Campus Student Employment

## Opportunities

### FALL 2010

Organization	Category	Description	Contact	Location	Phone	Work-Study Only?	Number of Positions
<b>Advising and Career Center</b>	Peer Assistant	<b>Appointment scheduling, phones, data entry, filing, customer service</b>	Erin Ward	Lowell Heiny Hall 127	248-1304	Work Study or MavWorks	5
<b>America Reads /America Counts</b>	Tutoring	<b>Reading and Math Tutor for elementary school-age children at the Riverside Education Center</b>	Patty Diekman	Lowell Heiny Hall 117	248-1814	Yes- <b>Federal WS</b>	3
<b>Athletic Department</b>	Athletic Staff	<b>Laundry services, Receptionist duties, event staff and other Customer services</b>	Jermaine Williams	Saunders FH 231	248-1879	Work Study or MavWorks	Several
<b>Biology Department</b>	Lab Assistant	<b>Assist with lab set up and demonstrations</b>	J. R. Read	SL 106	248-1172	Work Study or MavWorks	1
<b>Center for Teacher Education</b>	Office Assistant	<b>Data entry, scanning, filing, general office duties</b>	Mary Kienietz mkienietz@mesastate.edu	ACB 109L	248-1786	Work Study or MavWorks	1
<b>Culinary Arts @ WCCC</b>	Prep Cook	<b>Cooking Skills required</b>	Dan Kirby	WCCC Bldg B	255-2632	Work Study	5
<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	Work Study or MavWorks	Several
<b>Extended Studies</b>	Computing and Office Assistant	<b>Assist Director with data entry reports, and other tasks such as office organization and filing</b>	Kristen Rose	Modular A Office 1	248-1379	Work Study or MavWorks	1
<b>Financial Aid</b>	Office Assistants	<b>Assist Financial Aid staff with office duties, phones and customer service</b>	Patty Diekman	Lowell Heiny Hall 116	248-1814	Work Study or MavWorks	4
<b>Football Dept</b>	Equipment/Filming assistant	<b>Assist with setting up field for practices, filming, may travel w/team</b>	Miles Kochevar	Saunders FH 221	248-2021	Work Study or MavWorks	4
<b>Health Sciences</b>	Lab Assistant	<b>Set up labs for Nursing program, organize supplies other duties</b>	Renae Phillips	Saunders FH169	248-1235	Work Study or MavWorks	2 or 3

# On-Campus Student Employment

## Opportunities

<b>Health Sciences</b>	Office Assistant	<b>Answer phones, filing and other general office duties</b>	Renae Phillips	Saunders FH169	248-1235	Work Study	2 or 3
<b>Intramural and Club Sports</b>	Officials	<b>Officiating various intramural and club sports games. Experience preferred but may be selected if deemed qualified</b>	Michael Hughes	Hamilton Rec Center Rm S129	248-1591	Preferred but not required	18
<b>Intramural and Club Sports</b>	Scorekeepers	<b>Scorekeeping intramural and club sports games. Experience preferred but may be selected if deemed qualified</b>	Michael Hughes	Hamilton Rec Center Rm S129	248-1591	Preferred but not required	5
<b>Intramural and Club Sports</b>	Student Supervisor	<b>Duties as assigned</b>	Michael Hughes	Hamilton Rec Center Rm S129	248-1591	Preferred but not required	3
<b>Lacrosse</b>	Equipment/Filming assistant	<b>Assist with setting up field for practices, filming, may travel w/team</b>	A.J Stevens ajstevens@mesastate.edu	Saunders FH 225	248-1305	Colo Work Study	4
<b>Montrose Campus</b>	Office Assistant	<b>Phones, Front Counter, Filing: Familiar with Word/Excel/Internet</b>	Donna Justin djustin@mesastate.edu	Montrose Campus Administrative Office 234 S Cascade	249-7009	Work study or MavWorks	3
<b>Montrose Campus</b>	Computer Lab Assistant	<b>IT lab Help Desk</b>	Donna Justin djustin@mesastate.edu	Montrose Campus Administrative Office 234 S Cascade	249-7009	Work study or MavWorks	2
<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>Registrar's Office</b>	Front Counter Assistant	<b>Assist with registration, filing, other office duties</b>	Brianna Barker bbarker@mesastate.edu	Lowell Heiny Hall 123	248-1216	Work Study or MavWorks	10
<b>Registrar's Office</b>	Scanning Assistant	<b>Sorting and scanning documents</b>	Sarah Emery	Lowell Heiny Hall 121	248-1905	Work study or MAVWORKS	5
<b>Sports Information Department</b>	Web/ Publications	<b>Writers of pre-game and post game, feature and informational stories for Varsity and emerging teams sports teams</b>	Tish Elliott	Saunders Field house 106	248-1143	Work Study or MavWorks	4
<b>Sports Information Department</b>	Statistician Crew	<b>Assist with collecting and reporting of intercollegiate, varsity team sports statistics</b>	Tish Elliott	Saunders Field house 226	248-1143	Work Study or MavWorks	4

## On-Campus Student Employment

### Opportunities

<b>Theatre/ Music</b>	Box Office Assistant	<b>Ticket sales, customer service</b>	Laura Bradley	MPAC 143A Box Office	248-1954	Work Study or MavWorks	10
<b>Tomlinson Library</b>	Library Assistant	<b>Circulation Desk Attendants</b>	Kawna Safford	Library 102	248-1406	Work Study or MavWorks	5
<b>Tomlinson Library</b>	Library Assistant	<b>Interlibrary Loan Assistant</b>	Kawna Safford	Library 102	248-1406	Yes	1
<b>Tomlinson Library</b>	Library Assistant	<b>Reference Desk Attendant</b>	Kawna Safford	Library 102	248-1406	Work Study or MavWorks	1
<b>Tomlinson Library</b>	Library Assistant	<b>Special Collections Assistant</b>	Kawna Safford	Library 102	248-1406	Work Study or MavWorks	4
<b>Tomlinson Library</b>	Library Assistant	<b>Technical Services</b>	Kawna Safford	Library 102	248-1406	Work Study or MavWorks	4
<b>WCCC Automotive Dept</b>	Automotive Tool Room/ Grounds Keeping Assistant	<b>Duties as assigned</b>	Russ Cadman	WCCC Bldg A136	245-2631	Work Study or MavWorks	2
<b>WCCC</b>	Maintenance /Custodial	<b>Cleaning, minor repairs, grounds maintenance</b>	Russ Cadman	WCCC Bldg A136	255-2631	Work Study or MavWorks	2