

# On-Campus Student Employment

## Opportunities

### SPRING 2009

Organization	Category	Description	Contact	Location	Phone	Work-Study Only?	Number of Positions
Admissions Office	Office Assistant	Front-line customer service; phones; data input; mailings; filing; general office	Becky Hetherington	AO 107	248-1458	Yes	8
Admissions Office	Data Entry	Code and data entry for student inquiry requests, prepare student mailings and filing	Sherry Raff	AO 105	248-1899	Yes	8
Advising and Career Center	Peer Assistant	Customer service, appointment scheduling, data entry, filing,	Brenda St. John	Lowell Heiny Hall 127	248-1304	Preferred	2
Athletic Department	Game Management	Help with games, ticket sales, set up, take down, etc. Office hours also available.	Bryan Rooks	Saunders FH 105	248-1252	Yes	Several
Biology Department	Lab Assistant	Assist with lab set up and demonstrations	J. R. Read	SL 106	248-1172	Yes	1
Business Dept	Student Assistant	Assist Prof Mayer with entering grades and data entry. Prefers a junior or senior who is a non-business student	Bob Mayer mayer@mesastate.edu	ACB 210 B	248-1728	Yes	1
Center for Teacher Education	Student Assistant	Data entry (Word, Excel, Access skills necessary), coordinate school visits, answering phones and other office duties	Mary Kienietz mkieniet@mesastate.edu	Academic Classroom Bldg Rm 109L	248-1786	Yes Colorado WS	1
Culinary Arts Dept	Kitchen Assistant	Prep Cook duties under direction of Chef Instructors in culinary labs. Prepare for upcoming classes	Wayne Smith	WCCC Bldg B 135	255-2633	Yes	2
Educational Access Services	Braille Transcriber	Braille textbook and classroom materials production assistant. Good computer and people skills	Tom Whalen	EAS Office Houston Hall 101	248-1801	Yes	1
Educational Access Services	Production/office assistants	Note taking, textbook formatting, test monitoring, library assistance	Tom Whalen	EAS Office Houston Hall 101	248-1801	Yes	3
Educational Access Services	Readers	Reading textbooks as well as describing images to students	Tom Whalen	EAS Office Houston Hall 101	248-1801	Yes	3

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<b>Facilities Services</b>	Student Custodial	<b>Evening Hours</b>	Randy Higgins or Lee Baxter	Campus Services Bldg. 1260 Kennedy Rm 106	248-1236 or 248-1528	No	5
<b>Facilities Services</b>	Student Custodial	<b>Resident Hall cleaners, College Center cleaners</b>	Mary Williams mwilli@mesastate.edu	Campus Services Bldg. 1260 Kennedy Rm 107	248-1160	No	15
<b>Fine Arts Dept</b>	Mac Lab Assistant	<b>Mac experience also InDesign, iPhoto, iMovie, Photoshop, Bridge, Acrobat</b> <u>Evenings and weekends</u>	Prof Byron Evers	Fine Arts 3-313E	248-1287	Preferred but not required	1
<b>Grounds Maintenance Office</b>	Grounds crew	<b>Mowing, trimming, watering etc to keep MSC beautiful</b>	Mitch Elliott	1250 Elm Ave	248-1571	No	Several
<b>Honors Program</b>	Student Assistant	<b>Light clerical works and maintaining of the Honors house.</b>	Dr Kristen Hague	LHH 453	248-1385	Yes	1
<b>Housing Office</b>	Conduct Board Members	<b>On campus residency required. Other criteria to be met in order to apply. Inquiries to Housing Office</b>	Jody Labuda	Housing and Residence Life	248-1536	No	Several
<b>Housing Office</b>	Resident Hall Desk Attendants	<b>Clerical duties and assist residents as needed</b>	Jody Labuda	Housing and Residence Life	248-1536	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	LHH218 Library 127	248-1745 / 248-1735	Preferred but not required	2
<b>Languages, Lit. and Mass Comm. Department</b>	Clerical Assistant	<b>General office assistance for planning an academic conference at the MSC campus</b>	Tom Acker	LHH 235	248-1068	Yes	1
<b>Leadership Academy</b>	Marketing and Administrative Assistant	<b>Assist with all marketing efforts; create posters, brochures press releases; aid in recruitment</b>	Deb Parman	ACB201E	248-1170	Yes, Colorado	1
<b>Information Technology</b>	Help Desk Assistants	<b>Assists students using the computer equipment in the Computer Lab. Many shifts available.</b>	Tom Orrell	L 120	248-1841	No	Several
<b>Mav Card Office</b>	Office Assistant	<b>Customer service and office duties</b>	Donte DeFlora	CC 102	248-1807	Preferred but not required	1
<b>Media Relations and Marketing</b>	Office Assistant	<b>Assisting with media relations and marketing duties as well as some graphic design and website maintenance</b>	Dana Nunn Mike Mansheim	LHH 201 LHH205	248-1868 248-1412	Yes, Colorado	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>Performing Arts Backstage</b>	Production assistants	<b>Backstage assistance for all Theatre productions. Lighting, set construction. Some weekends</b>	Ron Standing David Cox	MPAC 161 or MPAC 167	248-1540 248-1981	Yes	Several
<b>Registrar's Office</b>	Student Services	<b>Assist with registration, filing, other office duties</b>	Morgan Robidoux	Lowell Heiny Hall 121	248-1905	Yes	5
<b>Sports Information Department</b>	Office Assistant	<b>Assist in maintenance of statistics and records, help organize media events, prepare press releases</b>	Tish Elliott	Saunders Field house 106	248-1143	Yes	5
<b>Student Recreation Center</b>	Aerobic and Non-credit class Instructors	<b>Work with the Director of Intramural Sports in developing and scheduling non credit classes as well as class instruction</b>	Robert Anthony	Rec Center Rm S138	248-1591	Preferred but not required	Several
<b>Student Recreation Center</b>	Wellness Office Attendant	<b>Assist with Wellness/assessment office management, wellness assessment testing for students faculty and staff. PREREQUISITES- See contact</b>	Robert Anthony	Rec Center Rm S138	248-1591	Preferred but not required	Several
<b>Student Recreation Center</b>	Intramural Officials	<b>Officiate intramural games. Experience preferred but will be given if deemed qualified</b>	Robert Anthony	Rec Center Rm S138	248-1591	Preferred but not required	Several
<b>Student Recreation Center</b>	Rec Center assistants	<b>Information Desk Assistants 9am -5pm &amp; weekends</b>	Robby Kallina	SRC 137	248-1592	Yes	3
<b>Testing Office</b>	Office Assistant	<b>Testing services assistance, customer service, filing and other office duties</b>	Linda Karl testing@mesastate.edu	WCCC 2520 Blichman Ave	248-1260	Yes	1
<b>Theater Arts Costuming</b>	Costume Stitcher	<b>Sewing costumes by machine and by hand. Must be able to read patters</b>	Heather Waggoner	Development Center	248-1328 248-1329	Yes	Several
<b>Tomlinson Library</b>	Library Assistant	<b>Circulation and Reference Desk</b>	Kawna Safford	Library 102	248-1406	Yes	Several

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<b>Tomlinson Library</b>	Library Assistant	<b>Special Collections / Archives</b>	Kawna Safford	Library 102	248-1406	Yes	3
<b>Tomlinson Library</b>	Library Assistant	<b>Technical Services</b>	Kawna Safford	Library 102	248-1406	Yes	Several
<b>WCCC</b>	Evening Building Monitor	<b>Opening classrooms, assisting Faculty, overseeing building use</b>	Debbie Balmer	WCCC Bldg A 117A	255-2603	Yes	1
<b>WCCC</b>	Tool room Assistant	<b>Issue and maintain tool supply for Applied Technology</b>	Curtis Strain	WCCC Bldg A 117A	255-2622	No	2
<b>WCCC</b>	Aquarium Maintenance	<b>Maintain 1700 gallon aquarium and contents. Training provided</b>	Curtis Strain	WCCC Bldg A 136A	255-2622	Yes	1
<b>WCCC</b>	Student Services Assistant	<b>Office duties as assigned, campus tours</b>	Christina Ovalle	WCCC Bldg B 102	255-2601	Yes	2
<b>WCCC</b>	CAD Lab Assistant	<b>Assist instructor and students with CAD programs</b>	Denis Thibodeau	WCCC Bldg B	255-2706	Yes	1

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