

Student Employment Job Opportunities 2005-2006

Academic Advising Center - 206006

Position Title: Peer Advisor and Office Assistant
Skill Level: 12
FWS Positions: 2
IWA Positions: 1
Supervisor: Denise Williamson
Extension: 3627

Position Description: Student will be trained to do peer advising and assist the Advising Center staff with the preparation and delivery of information and services. In this capacity, the student will be responsible for performing routine office tasks and assist the Director and Secretary with accommodation of students who come to the Academic Advising Center for peer support and academic information.

Act 101/TIME Program & Learning Resource Center - 911101

Position Title: Assistant Peer Counselor
Skill Level: 13
FWS Positions: Various
IWA Positions:
Supervisor: Dr. Ayo Maria Gooden
Extension: 3495

Position Description: Position reports to the Act 101 Coordinating Counselor/Counselor and Director, and is responsible for working with Act 101 students who need support and motivation to improve their academic performance. Responsibilities include monitoring academic progress of designated Act 101/TIME program students, attends Act 101/TIME Program counseling in-service training, assists in identifying and interviewing prospective Act 101/TIME Program students, prepares notes and reports for the counseling component contacts, aids in planning & implementing special programs and all other duties as assigned.

Act 101/TIME Program & Learning Resource Center - 911101

Position Title: Peer Counselor
Skill Level: 14
FWS Positions: Various
IWA Positions:
Supervisor: Dr. Ayo Maria Gooden
Extension: 3495

Position Description: Position reports to the Act 101 Counseling Coordinator and Counselor, Director and is responsible for working with Act 101 Students who need support and motivation to improve their academic performance. Peer Counselors will also conduct at least one evening meeting for Act 101 students.

Admissions - 404002

Position Title: Student Admissions Intern
Skill Level: 10
FWS Positions: 6
IWA Positions: 0
Supervisor: Jo Anne Gaines
Extension: 3206

Position Description: Student will aid the Admissions Department in completing departmental functions, while gaining experience in working in an office setting. Duties include, but are not limited to: making application packages, filing, light data entry, running errands, filling in as a tour guide when needed, aiding the department with mailing projects and yearly Open House(s). Student will also need to be articulate in that this position also includes some answering of calls and taking messages. **Confidentiality is a must.**

Alumni Relations - 307110

Position Title: Office Assistant
Skill Level: 15
FWS Positions: 2
IWA Positions: 2
Supervisor: Ursula Graves
Extension: 3434 or 1231

Position Description: Student will provide support to department secretaries by assisting with basic office duties (e.g. typing, filing, copying, etc), large mailings, participating in Alumni Phone-A-Thon and special events. Duties include but are not limited to: typing, filing, and general office duties. Student must work well with others, be able to handle confidential material, be knowledgeable of computer programs such as Microsoft Office.

Athletics - 232090

Position Title: Team Managers & Fitness Managers
Skill Level: 18
FWS Positions: 20
IWA Positions: 0
Supervisor: Darryl Locket
Extension: 3389

Position Description: Responsibilities include set-up practice supplies, manage athletic teams and/or fitness rooms, supervise and/or instruct student/athletes with injuries. Must be fully committed to working a flexible schedule between 8am – 10pm; assisting all athletic staff; punctual; professional attitude at all times; working independently; learning & leading; providing appropriate communication & direction to students/athletes, fitness participants; monitoring; following instructions; maintaining computer

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files/record system; operating & cleaning fitness equipment & rooms; attending practice & sporting events.

Athletics - 232090

Position Title: Office Assistant
Skill Level: 18
FWS Positions: 6
IWA Positions: 0
Supervisor: Juan Edney/Cyrus Jones
Extension: 3383/3382

Position Description: Clerical assistance as needed for Coach Juan Edney, Coach Cyrus Jones and Linda Peterson. Responsible for duties as assigned.

Athletics - 232090

Position Title: Weight Room Monitor
Skill Level: 18
FWS Positions: 12
IWA Positions: 0
Supervisor: Juan Edney/Cyrus Jones
Extension: 3383/3382

Position Description: Students responsible for handing out weight pins and collect student ID's. Must be available with flexible schedule, monitoring & cleaning of weight room area and responsible for duties as assigned. Also must be very responsible.

Athletics - 232090

Position Title: Van Driver
Skill Level: 18
FWS Positions: 9
IWA Positions: 0
Supervisor: Juan Edney/Cyrus Jones
Extension: 3383/3382

Position Description: Must be licensed driver and 21 years of age. Student will be responsible for monitoring maintenance of the vehicle (gas level, cleaning, etc.) and other duties as assigned.

Athletics - 232090

Position Title: Auxiliary Gym Sign-in/Referee
Skill Level: 18
FWS Positions: 10
IWA Positions: 0
Supervisor: Juan Edney/Cyrus Jones
Extension: 3383/3382

Position Description: Responsible for duties as assigned.

Athletics - 232090

Position Title: Statisticians
Skill Level: 18
FWS Positions: 13
IWA Positions: 0
Supervisor: Juan Edney/Cyrus Jones
Extension: 3383/3382

Position Description: Responsible for duties as assigned.

Athletics - 232090

Position Title: Training Room Assistant
Skill Level: 18
FWS Positions: 5
IWA Positions: 0
Supervisor: Juan Edney/Cyrus Jones
Extension: 3383/3382

Position Description: Responsible for duties as assigned.

Athletics - 232090

Position Title: Basketball Scorekeeper
Skill Level: 18
FWS Positions: 4
IWA Positions: 0
Supervisor: Juan Edney/Cyrus Jones
Extension: 3383/3382

Position Description: Responsible for duties as assigned.

Athletics - 232090

Position Title: Life Guards
Skill Level: 18
FWS Positions: 0
IWA Positions: 2
Supervisor: Juan Edney/Cyrus Jones
Extension: 3383/3382

Position Description: Responsible for duties as assigned.

Biology - 220201

Position Title: Student Lab Assistant
Skill: 12
FWS Positions: 4
IWA Positions: 4
Supervisor: Diane Barbieri
Extension: 3509

Position Description: Student will prepare the teaching labs. This will include making solutions, setting up glassware and equipment. When the labs are completed, the student will clean the glassware, put away all lab supplies, and clean the laboratory benches. In addition, the student will help to

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maintain the storerooms, unpack and inventory supplies, and prepare displays. All work will be supervised.

Bi-Polar Disorder Grant - 911129s

Position Title: Student Project Assistant
Skill: 14
FWS Positions: 0
IWA Positions: 1
Supervisor: Herschel L. Bailey
Extension: 3551

Position Description: Responsible for reporting to Program Director and responding to general directives from other office staff, will assist as needed in record keeping of office financial records; will function as receptionist if needed; perform filing, typing, and copying as needed; performs campus errands including picking up mail, hand carrying to various campus offices; assist full time secretary as needed. Effective communication skills, dependability and general knowledge of office procedures & office skills preferred. Must have basic accounting skills/training, literate in MS Word/Excel.

Bursar- 506005

Position Title: Office Assistant
Skill Level: 13
FWS Positions:
IWA Positions:
Supervisor: Lillian Valentin
Extension: 3411

Position Description: Student will assist with all duties in the office of the Bursar: filing, typing, voice mail, handling large mailings, photocopying, etc. Must have good interpersonal skills, mathematic skills, light typing skills, and alphabetical skills. Must have legible handwriting.

Confidentiality is a must.

Business Office - 506005

Position Title: Clerical Assistant
Skill Level: 18
FWS Positions: 4
IWA Positions: 3
Supervisor: Pamela Bailey-Morris
Extension: 3488 or 1088

Position Description: Student must like working with numbers, filing, be able to handle the pressures of meeting deadlines. Student should be computer literate and knowledgeable of MS Office. Must be able to type at least 25 WPM. Student should also have some knowledge of data entry and the calculator. Must be a quick learner as this position is very fast paced. Preferred majors are: Business, Accounting, and Finance. Other majors considered based on prior experience.

Business Office - 506005

Position Title: Accounting Clerk
Skill Level: 16
FWS Positions: 0
IWA Positions: 1
Supervisor: Steven Martin
Extension: 3413

Position Description: Student will be responsible for assisting Grant Monitor with Federal Grant Management including month-end reporting and audit request. The position will also include independent work on various special projects; filing, copying and preparing journal entries.

Career Services - 307109

Position Title: Office Assistant
Skill Level: 16
FWS Positions: 4
IWA Positions: 0
Supervisor: Maria McGill
Extension: 3102

Position Description: Student will serve as the front person for the Office of Career Services. This position involves answering most phone calls, assisting the Director and Supervisor with various office duties and testing. Student will act as a liaison between Career Services and the students requiring services and will advertise and promote the activities in Career Services (posting flyers, word of mouth, etc). Student will also be responsible for delivering mail (hand-delivered and post office). Student should have at least a 2.7 GPA and present at least 2 professional or academic references that establish history of excellent attendance. Some office experience required.

Chemistry - 220201

Position Title: Lab Assistant
Skill Level: 16
FWS Positions: 3
IWA Positions: 0
Supervisor: Victor E. Pavziale
Extension: 3497

Position Description: Student will be responsible for clean-up of laboratory equipment and lab organization, assisting in gathering equipment for upcoming experiments, preparation of chemical stock solutions for labs, testing new lab functions, performing chemistry calculations and occasionally perform web research related to laboratories. Prefer Science major or individual familiar with laboratory work.

Chemistry - 220201

Position Title: Lab Assistant

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Skill Level: 13
FWS Positions: 1
IWA Positions: 0
Supervisor: Amar Tung
Extension: 3497

Position Description: Student will be responsible for preparation of laboratory buffers by following standard operative procedures, laboratory cleaning of glassware and their organization and typing as required.

Computer Science & Mathematics - 220205

Position Title: Peer Tutor
Skill Level: 12
FWS Positions: 0
IWA Positions: 2
Supervisor: Francine Cooper
Extension: 1211

Position Description: Student will serve as peer tutor for both Math and Computer Science. Student will help and tutor students who need assistance.

Dean Office/Prevention of HIV, AIDS - 921306

Position Title: Data Entry
Skill Level: 14
FWS Positions: 0
IWA Positions: 1
Supervisor: Dr. Delroy Loudon
Extension: 3347

Description: Data entry of questionnaire from surveys using SPSS and codes provided by Dr. Delroy Loudon.

Dean of Students & Campus Life - 404001

Position Title: Office Assistant
Skill Level: 10
FWS Positions: 1
IWA Positions: 0
Supervisor: Stacy Anderson
Extension: 3329

Description: Student will be responsible for answering the telephone, taking messages, schedule student meetings, and filing. Assist with office mailings, and stuffing envelopes. Pick up and delivery of interoffice mail. Must be willing to work a flexible schedule. Must be able to work well with students, parents and visitors to the office. Must be professional, pleasant and understand that **CONFIDENTIALTY IS A MUST**. Computer skills preferred but not necessary, resourceful in office operations, telephone etiquette is extremely important. Casual business dress is required, and must be on time for hours scheduled to work.

Economics and Business - 230301

Position Title: Office Assistant
Skill Level: 13
FWS Positions: 1
IWA Positions: 0
Supervisor: Dr. Oswald H. Richards
Extension: 3377

Position Description: Student will be responsible for assisting the faculty and secretary in the day-to-day operations of the department. Duties are as follows: filing, typing using MS Word, copying, collecting and sorting mail, organizing supply closet and cabinet, answering phones and taking messages, delivering important information to various offices, and data entry and assisting with tutorials. Student must have knowledge of MS Word, MS Excel, Power Point and SAP systems.

Education - 230302

Position Title: Research Assistant
Skill Level: 20
FWS Positions: 4
IWA Positions: 0
Supervisor: Dr. Martin Drew
Extension: 3579

Position Description: Student will assist in constructing documents for the WebCT class "Research Seminars in Student Teaching: EDU 420". Must have excellent technology, research, reading, and writing skills.

Education - 230302

Position Title: Office Assistant
Skill Level: 14
FWS Positions: 4
IWA Positions: 0
Supervisor: Renee German
Extension: 3575

Position Description: Candidates will assist the department secretary with the day to day operations of the Education department. Assignments will include but are not limited to the following: Maintenance of department files, pick-up/deliver/sorting of mail, photocopying, faxing, creating/posting flyers and signs, maintenance of departments bulletin boards, light data entry, assist faculty members in department upon request, run occasional errands. Basic knowledge of MS Word/Powerpoint/Excel, and confidentiality a must.

Education - 230302

Position Title: Office Assistant
Skill Level:
FWS Positions: 2
IWA Positions: 0

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Supervisor: Dr. Rufus Jimerson
Extension: 3579

Position Description: Candidates will help the Director of Student Teaching effectively complete: organize & maintain files, student teaching database; write process placements/acceptance letters; make follow-up phone calls; plan & coordinate activities; copy, collate, print, create materials needed for assignments/tests/syllabi/ examinations; notify Education majors of Praxis exam; assess transportation needs; all other duties as assigned. Confidentiality a must.

English - 210102

Position Title: Office Clerk
Skill Level: 14
FWS Positions: 1
IWA Positions: 0
Supervisor: Diane Smith
Extension: 1245

Position Description: Student will pick up and deliver department mail, sort mail, answer phones, make copies, and all other duties as required.

Financial Aid/Student Employment Office - 404006

Position Title: Office Assistant
Skill Level: 17
FWS Positions: 2
IWA Positions: 0
Supervisor: Whitney Walton
Extension: 3591

Description: Student will be responsible required to do extensive filing and labeling. Organization is required skill. At times the workload will be heavy, so student must be able to work under pressure. Student will be required to assist students in a professional manner. **Confidentiality is a must as student will be privy to personal information.** Student must be able to work without constant supervision.

Department: Financial Aid - 404006

Position Title: File Clerk
Skill Level: 15
FWS Positions: 5
IWA Positions: 0
Supervisor: Nicola Thompson
Extension: 6010

Description: Student will need to answer phones, file, assist with projects upon request and assist other students with any on-line filing of paperwork or simple financial aid questions.

Health Services - 404017

Position Title: Errand/Office Clerk
Skill Level: 12
FWS Positions: 2
IWA Positions: 0
Supervisor: Patricia Davenport
Extension: 3331

Position Description: Student will run errands to various departments when needed and assist staff with non-confidential office work, answer phones when needed, compile brochures and packets for programs, file, change bulletin boards monthly with different diseases or topic of the month. Must dress appropriately.

History - 230303

Position Title: Organization Assistant
Skill Level: 17
FWS Positions: 1
IWA Positions: 0
Supervisor: Dr. Darryl Poe
Extension: 3298

Description: Student will serve as an office assistant and liaison to the History Club and its advisor.

History - 230303

Position Title: Web Design Assistant
Skill Level: 20
FWS Positions: 2
IWA Positions: 0
Supervisor: Dr. D. Zizwel Poe
Extension: 3298

Description: Student will be responsible for typing data into MS Word files, manipulate HTML editors.. Must be able to act independently & complete assignments in a timely manner.

Honors Program - 210001

Position Title: Office Assistant
Skill Level: 11
FWS Positions: 0
IWA Positions: 1
Supervisor: Dr. Emmanuel Babatunde
Extension: 6222

Position Description: Student will complete clerical work relating to the Honors Program by arranging and filing, running errands, collecting mail, and researching grants. Student should be computer literate (e.g. MS Word, Internet).

HPER - 232090

Position Title: Student Athletic Trainer

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Skill Level: 15
FWS Positions: 1
IWA Positions: 0
Supervisor: Paul Murata
Extension: 3389/3294

Description: Position will be responsible for maintaining the Athletic Medical Clinic (cleaning, stocking items, inventory, etc.), will also oversee treatment of athletes (applying hot packs, supervising rehab prescribed by Certified Athletic Trainer), help set-up for home contests & practices. Students holding First Aid/CPR cards will be able to give basic first aid (ice, band aides, etc.).

Institutional Research - 207252/921238

Position Title: Office Assistant
Skill Level: 13
FWS Positions: 2-3
IWA Positions: 2-3
Supervisor: Tracy Beird
Extension: 3213

Position Description: Duties include but are limited to: assists with statistical data computation projects, coordinate student participation in Chaka Fattah Conference, assist with coordination of prep classes (LSAT, MCAT, etc.), assists with the Instructional Assessment procedures, assists with the Bond/Hill Scholarship program coordinator, assists with the Title III equipment, and perform general office procedures such as typing, copying, answering telephones, faxing and picking up mail.

International Programs and Services - 404007

Position Title: Study Abroad Peer Counselor
Skill Level: 23
FWS Positions: 0
IWA Positions: 1
Supervisor: Maureen Kyle
Extension: 3784

Position Description: Responsible for assistance and support to the study abroad program of the Office of International Programs & Services. Assists in promoting student interest in study abroad through a variety of activities to include peer advising & counseling, referral activities, workshops, website updates, and some record keeping. Assists the Director & Secretary of International Programs Office with routine office duties. Must have participated in a study abroad experience.

International Programs and Services - 404007

Position Title: Office Assistant
Skill Level: 15
FWS Positions: 0
IWA Positions: 1

Supervisor: Maureen Kyle
Extension: 3784

Position Description: Student will be responsible for filing all study abroad information, answering phones and taking messages, checking mail, creating flyers and posting them, copying, mailings, assisting with the compilation of study abroad data, assisting with the maintenance of admission files and data, typing specific reports as needed, and making inquiries for admission and study abroad. Student should have good computer and communication skills, flexible schedule, ability to work diverse cultures, basic knowledge of running office machines, and knowledge of basic office management.

Instructional Media Center - 200403

Position Title: Technical Assistant
Skill Level: 17
FWS Positions: 1
IWA Positions: 0
Supervisor: Neal Hough
Extension: 3379

Position Description: Videotape live campus events, set up and take down equipment, deliver equipment. Must be comfortable with video recording. Duties will require some night and weekend hours.

Instructional Media Center - 200403 FILLED

Position Title: Office Assistant
Skill Level: 17
FWS Positions: 1
IWA Positions: 0
Supervisor: Brenda Snider
Extension: 3355

Position Description: Serve as department receptionist, check equipment in and out, handle some computer graphics productions (i.e. signs, flyers), complete some office filing, and scan documents. Should be comfortable with PC and/or MAC, and with word processing and graphics software (PageMaker, PhotoShop, etc).

Instructional Media Center - 200403

Position Title: Technical Assistant
Skill Level: 16
FWS Positions: 0
IWA Positions: 1
Supervisor: Nancy Evans
Extension: 1248

Position Description: Assist faculty in uploading text and graphics to course web pages using WebCT, assist staff in using website content management software OmniUpdate. Student should be familiar and comfortable with word

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processing, WinZip, graphics software (i.e. PhotoShop, PhotoDeluxe, or PaintShop Pro).

Laser Program - 921223

Position Title: Receptionist

Skill Level: 10

FWS Positions: 1

IWA Positions: 0

Supervisor: Emma Jean Blount-Stewart

Extension: 3477

Description: Files, answers phone and organizes mail.

Library - 203001

Position Title: Student Assistant, Special Collections

Skill Level: 14

FWS Positions: 10

IWA Positions: 0

Supervisor: Doris Hughes

Extension: 3267

Position Description: Student will retrieve books from bookshelves for students, guide students to periodicals, provide check out information for all patrons, and any additional tasks as needed (data entry, typing, filing) by the Special Collections Librarian.

Library - 203001

Position Title: Student Assistant, Circulation

Skill Level: 16

FWS Positions: 12

IWA Positions: 0

Supervisor: Susie Boyer

Extension: 3267

Position Description: Student will provide general library information to patrons, retrieve and check-out materials from course/desk reserve areas, record circulation transactions on circulation report, arrange books in call number order (Library of Congress), re-shelve books on 3rd and 4th floors and Curriculum areas as requested, shelve books on course/desk reserve truck, pick-up, count, and re-shelve reference and books from all floors, record and file circulation magazines in chronological order, and straighten and re-shelve books on 3rd and 4th floors and Curriculum areas.

Library - 203001

Position Title: After-Hours Student Assistant

Skill Level: 13

FWS Positions:

IWA Positions:

Supervisor: TDA

Extension: 3266

Position Description: Student will open, close, and stay in After-Hours Study area during the hours of 10pm-2am Sunday through Thursday or 5pm-10pm Friday and Saturday. Student will maintain order, maintain a quiet study atmosphere, and distribute books and journals that students have arranged to be delivered to After-Hours Study area.

Library - 203001

Position Title: Student Assistant, Serials

Skill Level: 16

FWS Positions: 1 or 2

IWA Positions: 0

Supervisor: Neal Carlson

Extension: 3262

Position Description: Student will work evenings and weekends. Student will work with students, professors, and administrators in a public service environment, help locate journals on the stacks, re-shelve items that have been used, knowledgeable of loading and operating microfilms machines, and complete assignments as directed by serials librarians.

Library - 203001

Position Title: Student Assistant, Interlibrary Loan

Skill Level: 16

FWS Positions: 2

IWA Positions: 0

Supervisor: Bonnie Horn

Extension: 3356

Position Description: Student will locate books in the stacks and help prepare them for loaning to other libraries and will help prepare photocopies to send to other libraries. Student will also help in processing requests generated by Lincoln University patrons to outside libraries. Some training is offered in using OCLC computer system in searching and producing Interlibrary loan request is offered, if the student shows interest. Some typing is required, accuracy is more important than speed.

Library - 203001

Position Title: Office Assistant, Reference

Skill Level: 11

FWS Positions: 1

IWA Positions: 0

Supervisor: Mahinder Chopra

Extension: 3371

Position Description: Student will file reference books on shelves, sort mail, compile various folders, take inventory of reference shelves, and shelve reference books to make space for incoming books.

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Library - 203001

Position Title: Student Assistant, Acquisitions
Skill Level: 13
FWS Positions: 1
IWA Positions: 0
Supervisor: Elizabeth Pitt
Extension: 3357

Description: Student will be responsible for filing catalogs and cards, alphabetizing and checking cards in the temporary file, locating books in the stacks to be checked against gift books. It may also include typing cards for gift books, checking information in the Voyager on line catalog, and removing covers from books to be recycled. Student must be neat and accurate in his/her work.

Library - 203001

Position Title: Student Assistant, Cataloging
Skill Level: 19
FWS Positions: 1
IWA Positions: 0
Supervisor: Lovernne H. Josephson
Extension: 1262

Description: Student will be responsible for pre-filing arrangement and filing shelf list cards, assisting with new book processing, ironing on the adhesive spine labels, locating books in stacks when required, using the computer to access Web Voyage for information to assist the Cataloging Department Staff, pulling shelf list cards for books being withdrawn and for monographs going to the bindery, aiding with the processing of Continuations and Standing orders, typing on a typewriter required for a few tasks, assisting with the preparation and returning of monographs from the bindery, separating yellow slips and white request cards from the shelf list cards ready to file, removing covers from withdrawn books is physical and not a clean project, placing the removed covers into the trash and the insides of the books placed into the recycle bin. Student needs to demonstrate accuracy, show perfection and is able to work independently after training but will ask questions when in doubt. Work hours are scheduled anytime Monday – Friday 8am – 5pm.

Library/Technical Services - 203001

Position Title: Library Assistant I
Skill Level: 12
FWS Positions: 1
IWA Positions: 6
Supervisor: Albert Bryson
Extension: 3358

Description: Student will be responsible for pulling shelf list cards, cutting off hard covers on withdrawn books, shifting of books, opening boxes

of new books, alphabetizing & filing of slips/cards, ironing on spine labels, new book processing, and retrieving books to be withdrawn.

LUC-TV – 40-4004

Position Title: Station Manager
Skill Level: 23
FWS Positions: 1
IWA Positions: 0
Supervisor: Whitney Walton
Extension: 3591

Position Description: Student will be responsible for the overall day-to-day operation of the television station. Upon consultation with the advisor, makes all decisions regarding videotaping, studio scheduling, and equipment dispersion. All LUC-TV staff managers report to the Station Manager. GPA must be 2.0 or above.

LUC-TV - 404004

Position Title: Assistant Station Manager
Skill Level: 23
FWS Positions: 2
IWA Positions: 0
Supervisor: Whitney Walton
Extension: 3591

Position Description: Student will assist the Station Manager in day-to-day operation of the station. Also perform any other duties as assigned by the Station Manager or the advisor. GPA must be 2.0 or above.

LUC-TV - 404004

Position Title: News Director
Skill Level: 17
FWS Positions: 2
IWA Positions: 0
Supervisor: Whitney Walton
Extension: 3591

Position Description: Student will be responsible for the weekly production and direction of the LUC-TV News Show. Must coordinate with the Traffic Manager and Station Manager on all aspects of the show. Final approval for the News Show must be given by the advisor prior to airing. GPA must be 2.0 or above.

LUC-TV - 404004

Position Title: Segment Producer
Skill Level: 17
FWS Positions: 2
IWA Positions: 0
Supervisor: Whitney Walton
Extension: 3591

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Position Description: Student will be responsible for the production and direction for the News Show assigned by the News Director. Segments include sports news, entertainment news, world news, and Lincoln University news. GPA must be 2.0 or above.

LUC-TV - 404004

Position Title: Cameraperson
Skill Level: 17
FWS Positions: 5-10
IWA Positions: 0
Supervisor: Whitney Walton
Extension: 3591

Position Description: Student will be responsible for the videotaping of campus events as assigned by the Station Manager, Assistant Station Manager, News Director, or advisor. GPA must be 2.0 or above.

LUC-TV - 404004

Position Title: Editing Director
Skill Level: 17
FWS Positions: 2
IWA Positions: 1
Supervisor: Whitney Walton
Extension: 3591

Position Description: Student will be responsible for all Station General Manager or advisor. GPA must be 2.0 or above.

LUC-TV - 404004

Position Title: Traffic Manager
Skill Level: 12
FWS Positions: 2
IWA Positions: 1
Supervisor: Whitney Walton
Extension: 3591

Position Description: Student will be responsible for all scheduling as it relates to videotaping, studio usage, and editing suites. Also responsible for the monthly publication of The LUC-TV Viewing Guide. Final approval for the guide must be given by the advisor prior to publication. GPA must be 2.0 or above.

Marketing and Communications - 307101

Position Title: Office Assistant
Skill Level: 14
FWS Positions: 1
IWA Positions: 0
Supervisor: Marie Means
Extension: 3427

Position Description: Student to assist with day-to-day operation of the Marketing & Communications office. Basic duties include: sorting mail, answering 5 telephone lines, taking messages, making copies, running errands on campus, and changing marquee sign by gym. Along with basic skills should be literate in Microsoft Word and Excel, some data entry involved. Will need to assist with projects upon request and be able to handle pressures of meeting deadlines. Student should have: good interpersonal skills, professional manner, and be able to work without constant supervision. Confidentiality is a must. Good attendance required.

Mary Dod Brown Memorial Chapel - 404016

Position Title: Office Assistant
Skill Level: 12
FWS Positions: 0
IWA Positions: 1
Supervisor: Dr. Valerie Tate Green/Tanya Robinson
Extension: 3274

Description: Student will be responsible for using word processing to prepare correspondence as directed by senior secretary, develop flyers and other publications to support Chapel programs, answer telephones, send faxes, provide administration of Chapel programs on/off campus, coordinates with Student Activities and the Department of Religious Studies with faith and spiritual development, assists in research activities to support development of sermons and other ministerial presentations, submits weekly reports and other duties as assigned.

Mary Dod Memorial Chapel - 404016

Position Title: Chapel Musician
Skill Level: 15
FWS Positions: 0
IWA Positions: 1
Supervisor: Dr. Valerie Tate Green/Tanya Robinson
Extension: 3274

Position Description: Student will report directly to Chaplain, provide musical accompaniment for all Chapel Worship services, rehearse with praise team, gospel choir, and dance ministry as needed, and complete other duties as assigned by Supervisor.

Master of Human Services - 240601

Position Title: Office Assistant
Skill Level: 14
FWS Positions: 2
IWA Positions: 0
Supervisor: Shirley Quillin
Extension: 3360

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Position Description: Student will answer phones, file, assist with mailings, duplicating, run errands, and some light computer work.

Men's Center for the Development of a Healthy Lifestyle - 921398

Position Title: Student Assistant
Skill Level: 17
FWS Positions: 2
IWA Positions: 2
Supervisor: Shelley Johnson
Extension: 3550/6041

Description: Promotes Minority Male activities on campus; establish contact with student organizations to assist in sponsoring health awareness programs; conduct presentations on health issues (i.e. lung cancer, smoking, diabetes, etc.); assist in conducting student surveys; participates in all training workshops pertaining to male health issues; assists project staff in all sponsored activities on campus and in the local community; assists project staff in data collection and managing office assignments; represents Office of Minority Male Health at designated student events.

Minority Male Health - 921398

Position Title: Administrative Assistant
Skill Level: 20
FWS Positions: 0
IWA Positions: 2
Supervisor:
Extension: 3227

Description: Responsible for administrative support. Weekend and night work required in support of student activities and evening programs. Answers and routes all calls to the departments in a courteous and professional manner. Maintain a rapport with students and student organizations. Develop relationships with community organizations and support the office with campus and community Health Fairs.

Philosophy & Religion - 921398

Position Title: Research Assistant
Skill Level: 15
FWS Positions: 1
IWA Positions: 0
Supervisor: Dr. G. Muzorewa
Extension: 3505

Description: Responsible for research using the internet & library, making phone calls, some knowledge of Religion & Philosophy, fair to excellent reading skills/proof-reading, sense of urgency, punctual, courteous, conscientious & reliable.

Physics - 220206

Position Title: Lab Assistant
Skill Level: 10
FWS Positions: 2
IWA Positions: 0
Supervisor: Mazharul Huq
Extension: 3340

Position Description: Student will provide assistance to lab instructors.

Physics - 220206

Position Title: Lab Monitor
Skill Level: 10
FWS Positions: 3
IWA Positions: 0
Supervisor: Mazharul Huq
Extension: 3340

Position Description: Student will monitor the computers and users in the Branson Computer Center.

Psychology - 230306

Position Title: Clerical/Lab Assistant
Skill Level: 13
FWS Positions: 2
IWA Positions: 0
Supervisor: Kate Johnson
Extension: 3535

Position Description: Student should have some knowledge of basic computer operations. Student will perform clerical duties, e.g. filing, typing, etc.

Public Safety - 805302

Position Title: Clerk
Skill Level: 11
FWS Positions: 0
IWA Positions: 1
Supervisor: Larry J. Woods
Extension: 1275

Description: Assists Ms. Akers with filing, entering information on computer and helping dispatch office with answering phones.

Purchasing - 507250

Position Title: Purchasing Clerk
Skill Level: 14
FWS Positions: 0
IWA Positions: 1
Supervisor: Lynnette Scott
Extension: 1051

Student Employment Job Opportunities 2005-2006

Position Description: Student will spend 50% of the time filing documents. Student will all be responsible for answering and routing calls, collecting mail, and assisting the Purchasing Secretary with related special projects. Student should have the ability to deal with administrative and faculty personnel on a pleasant and tactful manner, must be computer literate, able to communicate effectively with people from varied social, educational, and economic backgrounds, must be able to work independently, make decisions, and have good judgment.

Residence Life - 404051

Position Title: Sign-In Personnel

Skill Level: 15

FWS Positions: 75

IWA Positions: 0

Supervisor: Respective Residence Hall Coordinator

Extension: see respective RHC

Position Description: Student responsible for greeting guest(s) in professional manner, collecting and returning ID for sign-in guest(s), keeping an accurate log of guest(s) in facility, answer telephone and direct calls in a professional manner, and all other duties that may be deemed necessary.

Residence Life - 404051

Position Title: Office Assistant

Skill Level: 13

FWS Positions: 3

IWA Positions: 0

Supervisor: Valerie Reason/Antoinette Wallace

Position Description: Student will be responsible for greeting customers in a professional manner, answering and directing telephone calls in a professional manner, providing other secretarial support as needed (copying, filing, faxing, and typing), and all other duties as deemed necessary.

Residence Life - 404051

Position Title: Resident Advisor

Skill Level: N/A

FWS Positions: Available if student is awarded

IWA Positions: 48

Supervisor: Antoinette Wallace/ Respective RHC

Extension: 3226/ Respective RHC's extension

Position Description: Student will greet guest(s) in a professional manner, be responsible for collecting and returning I.D.'s for sign-in guests, be responsible for keeping an accurate log of guests in the facility, answer and direct telephone calls in a professional manner, and all other duties as deemed necessary.

Retention & Student Services - 404004

Position Title: Office Assistant

Skill Level: N/A

FWS Positions: 4-6

IWA Positions: 0

Supervisor: Whitney Walton

Extension: 3591

Position Description: General office duties include: filing, making copies, office mailings, mail pick-up, answering phones, data entry/typing and various on-campus errands. Microsoft office knowledge/experience a plus. Student will be exposed to all areas under the Office of Retention & Student Services including Advising, Student Employment, WWLU/LUC-TV & Judicial Board. Qualifications: High level of confidentiality, accuracy, dependable and punctual. Organization is required skill. At times the workload will be heavy, so student must be able to work under pressure. Student must be able to work without constant supervision. Student will be required to assist students in a professional manner. Good communications skills. 2.5 GPA. Casual, but professional dress.

School of Social Sciences and Behavioral Studies - 230001

Position Title: Office Assistant

Skill Level: 15

FWS Positions: 2

IWA Positions: 0

Supervisor: Merrie Lee Bolesta

Extension: 1259

Position Description: Student will perform typing on a typewriter and computer, deliver and receive mail from mailroom as well as other campus locations, answer phones and take messages, makes photocopies as needed, assist with filing, and other small tasks as needed.

Sponsored Programs & Continuing Education - 307108

Position Title: Office Assistant

Skill Level: 16

FWS Positions: 1

IWA Positions: 0

Supervisor: Linda Boyle

Extension: 3225

Position Description: Student will answer phones and take telephone messages, should be knowledgeable in offices on campus. Student will type, file, collect mail, send out invitations, fliers, assist with many mailings, create fliers, maintain and put together bulletin board, keep up with inventory, distribute fliers to University campus, run errands, serve as usher for special event. Some typing skills are required as well as some knowledge of computer software.

Student Employment Job Opportunities

2005-2006

Student Activities - 404005

Position Title: Van Driver/Student Activities Assistant
Skill Level: 17
FWS Positions: 2
IWA Positions: 0
Supervisor: Genyne Royal
Extension: 3227

Description: Students primary responsibility is to safely operate the Student Activities van for the soul purpose of transporting students to Jennersville, Kennett Square and Wal-Mart for shopping purposes. This position also requires some weekend and evening work with after-hours activities. Assist with other administrative activities: mail, filing and office correspondence.

Student Activities - 404005

Position Title: Student Activities Assistant
Skill Level: 22
FWS Positions: 15-20
IWA Positions: 0
Supervisor: Genyne Royal
Extension: 3227

Description: Students that are employed by this office will be required to carry out basic office functions, as well as assist in the planning and carrying out the various activities coordinated by this office. Computer skills are a must and physical labor is often required. Hours in the evening and some weekends are also expected. Basic understanding of university policies and procedures as it relates to this office is necessary.

Student Activities - 404005

Position Title: Rec. Room Aid
Skill Level: 16
FWS Positions: 14
IWA Positions: 0
Supervisor: Ahmad Moore
Extension: 3399

Description: Student will monitor, aid, assist recreation room teams in student activities (ping pong, pool, air hockey tournaments, etc.), monitor bowling alley, decorating and creating new concepts for the recreation area. Must be flexible and ready to have fun while you work. Must be responsible.

Student Activities - 404005

Position Title: Student Leader Ambassador
Skill Level: 26
FWS Positions: Varies
IWA Positions: Varies
Supervisor: Ihsan Mujahid

Extension: 3705

Position Description: **Inquire with supervisor listed for full job description.** Must be willing to serve as mentor/peer counselor & academic tutor, must be a full-time student with minimum GPA of 2.5, must obtain a letter of recommendation.

Student Affairs and Enrollment Management - 404001

Position Title: Office Assistant
Skill Level: 13
FWS Positions: 1
IWA Positions: 0
Supervisor: Christine Hilgar
Extension: 3222

Position Description: Student will fulfill general office duties: filing, typing, office mailings, pickup/ deliver mail, copying, answering phones, some use of the computer. Student should have high level of confidentiality, accuracy, dependability, and punctuality. Should also have good communication skills and maintain a casual professional appearance.

Student Government Association - 404021

Position Title: Director of Student Empowerment Association
Skill Level: 16
FWS Positions: 2
IWA Positions: 1
Supervisor: Erica Campbell
Extension: 3273

Position Description: Student must be proactive. Also must hold a meeting each week. Student must meet with the SGA President each week, student must be prepared to make reports at executive board meetings, must compile data that was recorded by surveys, must produce newsletter every semester.

Student Government Association - 404021

Position Title: Director of Student Improvement Alliance
Skill Level: 16
FWS Positions: 9
IWA Positions: 3
Supervisor: Erica Campbell
Extension: 3273

Position Description: Student will research the collective grade point average of each organization, team, and major on campus. Student will also survey students tutored as well as the tutors, write monthly reports, monitor tutor program for its effectiveness, compile data from surveys.

Student Employment Job Opportunities 2005-2006

Student Government Association - 404021

Position Title: Executive Branch Assistant
Skill Level: 19
FWS Positions: 0
IWA Positions: 30
Supervisor: Erica Campbell
Extension: 3216 or 3217

Position Description: All executive branch assistants will work directly with the executive board. All applicants must possess integrity, communication skills, confidentiality, and telephone etiquette and computer knowledge.

Student Government Association - 404021

Position Title: Office Assistant
Skill Level: 17
FWS Positions: 1
IWA Positions: 1
Supervisor: Erica Campbell
Extension: 3273

Position Description: Student will be responsible for filing, routing incoming and outgoing correspondence, answering and directing phone calls, taking notes, assisting with SGA events, typing. Student must possess 3.0 GPA (applies to upperclassmen), be reliable, dedicated to the improvement of the Student Body, responsible, confidential, and organized.

Student Government Association - 404021

Position Title: Tutor
Skill Level: 12
FWS Positions: 0
IWA Positions: 10
Supervisor: Erica Campbell
Extension: 3273

Position Description: Students will serve as tutors for various academic areas.

Upward Bound - 921201s

Position Title: Office Assistant
Skill Level: 19
FWS Positions: 2
IWA Positions: 0
Supervisor: Susan Powell
Extension: 3549

Position Description: Student will be responsible for but not limited to filing, typing, retrieving department mail, and answering phones. Student should be proficient in computer skills such as MS Office and Power Point.

Upward Bound - 921201 (NEW)

Position Title: Tutor Counselor
Skill Level: 19

FWS Positions: 3
IWA Positions: 2
Supervisor: Susan Powell
Extension: 3549

Position Description: Tutors will provide academic support to all high school students. Persons would have a strong academic background (math & science a must). Must be in a good academic standing, preferably having a GPA of 3.0 or higher. Effective communication skills are required. Must be available to work evening hours.

Upward Bound - 921201

Position Title: Van Driver
Skill Level: 19
FWS Positions: 2
IWA Positions: 0
Supervisor: Susan Powell
Extension: 3549

Position Description: Must have a valid drivers license. Must be available to work/drive evenings. Must be 21 years of age or older.

Visual and Performing Arts - 210105

Position Title: Slide Room/Office Assistant
Skill Level: 16
FWS Positions: 1-2
IWA Positions: 0
Supervisor: Jeffrey Chapp
Extension: 1236

Position Description: Student will organize slide room, re-file slides, and assist department in administrative matters. Student will also deliver messages and perform some light typing, etc. Student must have organizational skills and some basic understanding of art history. Computer skills are a plus.

Visual and Performing Arts - 210105

Position Title: Studio Assistant
Skill Level: 16
FWS Positions: 3-6
IWA Positions: 0
Supervisor: Jeffrey Chapp
Extension: 1236

Position Description: Student's main responsibility will be to assist studio Professors during class/studio/ lab times. Duties will include maintaining equipment, tools and supplies; assist in set-up for lecture/slide presentations; and help Professor in the clean up after studio/lab session. Some lifting may be required. Student must understand safety concerns in studio and assist other students.

Student Employment Job Opportunities 2005-2006

Visual and Performing Arts – 210105

Position Title: Studio Monitor
Skill Level: 16
WFWS Positions: 3-6
IWA Positions: 0
Supervisor: Jeffrey Chapp
Extension: 1236

Position Description: Student's main responsibility will be to open, monitor, and secure studio area in order that students in studio classes are able to work on projects outside of class time. Student may also be asked to prepare studios for class, unload art materials, inventory art supplies, and help clean up studios. Some light lifting may be required. Student must understand safety concerns in studio and assist other students.

Visual and Performing Arts - 210105

Position Title: Choral Assistant
Skill Level: 12
FWS Positions: 1
IWA Positions: 0
Supervisor: Gloria Shearer
Extension: 3555

Position Description: Student will assist concert choir director by organizing concert choir music, and prepare choir room for classes. Will take charge of choral inventory and assist concert choir director as directed. Student must have organizational skills and some basic understanding of office practices and equipment. Computer skills a plus.

Visual and Performing Arts - 210105

Position Title: Clerical Assistants
Skill Level: 16
FWS Positions: 2-3
IWA Positions: 0
Supervisor: Ms. Gloria Shearer
Extension: 3555

Position Description: Student will organize and assist department in administrative matters. Student will also deliver messages and perform some light typing, etc. Student must have organizational skills and some basic understanding of office practices. Computer skills are a plus.

The Women's Center - 404009

Position Title: Program Assistant
Skill Level: 20
FWS Positions: 2
IWA Positions: 0

Supervisor: Stacey W. Tarleton
Extension: 1332

Description: Position provides administrative support to the department by reading, sorting incoming/outgoing mail to and from the department as required. Maintains, updates & organizes files/records for the department; schedules appointments; produces correspondence; manages administrative & business details of the office; answers phones. Coordinates & arranges meetings/programs; prepares agenda; reserves & prepares facilities. Assist in the oversight of the coordination of volunteer training, develops/implements/evaluates HOPE module throughout the academic year, conducts research & assisting with proposals/grants submitted for external funding, & develop/maintain collaborative partnerships with campus administrators/faculty/staff.

The Women's Center - 404009

Position Title: Program Asst for Project L.I.F.T.
Skill Level: 21
FWS Positions: 4
IWA Positions: 0
Supervisor: Stacey W. Tarleton
Extension: 1332

Position Description: Provides administrative support to the department by assisting Project LIFT Fitness Instructors as required. Maintains, updates, organizes files/records for Project LIFT, answering & routing calls to the department, coordinates/arranges meetings & programs; prepares agenda; reserves & prepares facilities; and develops/maintains collaborative partnerships with campus administrators, faculty & staff.

WWLU - 404004

Position Title: Station Manager
Skill Level: 17
FWS Positions: 1
IWA Positions: 1
Supervisor: Whitney Walton
Extension: 3591

Position Description: Student will oversee all aspects of the effective daily operation of the station.

WWLU - 404004

Position Title: Program Director
Skill Level: 17
FWS Positions: 1
IWA Positions: 1
Supervisor: Whitney Walton
Extension: 3591

Student Employment Job Opportunities 2005-2006

Position Description: Student will be responsible for the development and implementation of the station's program format.

Supervisor: Whitney Walton
Extension: 3591

Position Description: Student will work with the News Director on the writing, production, and delivery of all newscasts.

WWLU - 404004

Position Title: News Director
Skill Level: 17
FWS Positions: 1
IWA Positions: 1
Supervisor: Whitney Walton
Extension: 3591

Position Description: Student will be responsible for the writing, production, and delivery of all newscasts.

WWLU - 404004

Position Title: Music Director
Skill Level: 17
FWS Positions: 1
IWA Positions: 1
Supervisor: Whitney Walton
Extension: 3591

Position Description: Student will be responsible for the inventory of all WWLU albums, CD's, etc.

WWLU - 404004

Position Title: On-Air Personality
Skill Level: 17
FWS Positions: 10-15
IWA Positions: 1
Supervisor: Whitney Walton
Extension: 3591

Position Description: Student will be responsible for delivering program content in a clear and concise manner.

WWLU - 404004

Position Title: Traffic Coordinator
Skill Level: 17
FWS Positions: 3
IWA Positions: 1
Supervisor: Whitney Walton
Extension: 3591

Position Description: Student will coordinate all announcements by date, time, etc. for on air use.

WWLU - 404004

Position Title: News Reporter
Skill Level: 17
FWS Positions: 3
IWA Positions: 1