Academic Advising Center – 206006
Position Title: Peer Advisor and Office Assistant
Skill Level: 12
FWS Positions: 2
IWA Positions: 1
Supervisor: Nancy Kenner 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:
Supervisor: Connie Davis 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 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: Cyrus Jones Extension: 3383/3382

*Position Description:* Clerical assistance as needed for 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: 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: 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: 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: 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:** 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:** 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:** Cyrus Jones Extension: 3383/3382  
*Position Description:* Responsible for duties as assigned.

**Biology - 220201**  
**Position Title:** Student Lab Assistant  
**Skill:** 20  
**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 maintain the storerooms, unpack and inventory supplies, and prepare displays. All work will be supervised.

**Biology 92-14565**  
**Position Title:** Undergraduate Research Assistant in Plant Genetics  
**Skill Level**  
**FWS Positions:**  
**IWA Positions:** 1  
**Supervisor:** Dr. Anna Hull Extension: 3510  
*Position Description:* The student filling this position will be trained in plant culture techniques both sterile and non-sterile. Other duties will include light lab maintenance such as media and buffer preparation, autoclaving and dishwashing. Successful completion of BIO 103 and 104 is required.

**Biology 92-14565**  
**Position Title:** Research Experience for Undergraduates  
**Skill Level**  
**FWS Positions:**  
**IWA Positions:** 1  
**Supervisor:** Dr. Anna Hull Extension: 3510  
*The REU student will perform mutant screen to identify tryptophan metabolism mutant in the plant model organism* Arabidopsis thaliana. *Responsibilities will include plant maintenance, screening and documentation of mutant phenotypes. Previous plant experience is required as is successful completion of BIO 103, 104 and 208. Other duties include lab maintenance and supervision and...
training of one or two undergraduate researchers in laboratory techniques.

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: 3  
IWA Positions: 0  
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: 3  
IWA Positions:  
Supervisor: Pamela Bailey-Morris  Extension: 3488  
*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: 20-25  
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: TBA  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
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 Louden  Extension: 3347
Description: Data entry of questionnaire from surveys using SPSS and codes provided by Dr. Delroy Louden.

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, filing and data entry. Assist with office mailings, stuffing envelopes, and Student Handbook & Laundry Card Distribution. 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 CONFIDENTIALITY 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: TBA 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 -
Position Title: Research Assistant
Skill Level:
FWS Positions: 0
IWA Positions: 2
Supervisor: Dr. Rufus Jimerson Extension: 3579

*Position Description:* Research Assistants will help the PI collect, transcribe, and process research data using Microsoft XL and Word for reports. They will also assist PI in terms of setting-up sessions and recruiting student participants for activities designed to reduce test anxiety and fear of failure. They will provide peer-based assistance during these Praxis test readiness sessions. They must remain in good academic standing (GPA of ≥3.0). Former interns with an exceptional work record are preferred.

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 - 404006
Position Title: File Clerk
Skill Level: 15
FWS Positions: 5
IWA Positions: 0
Supervisor: Kim Wilcox Extension: 6535
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: 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. Darryl 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: 2
IWA Positions: 1
Supervisor: Dr. F. Carl Walton 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
Skill Level: 15
FWS Positions: 1
IWA Positions: 0
Supervisor: TBA 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.).

HPER – 23-0304
Position Title: Research Assistant/ Teaching Assistant
Skill Level:
FWS Positions: 0
IWA Positions: 3
Supervisor: Dr. J Deboy Extension: 3385
Description: Students selected for this position will be a HPR majors and completed course work and/or experience in research methods, anatomy & physiology, first ad & CPR, health wellness and at least two (2) other health-related classes. Students will supplement HPER faculty research projects by recruiting/screening subjects, administering assessment measures (experiments, surveys, questionnaires), scoring, entering data in to computer, creating graphics that describe data, and sharing results with various constituencies. Students will assist HPER faculty teaching classes.

Institutional Research - 207252/921238
Position Title: Office Assistant
Skill Level: 17
IWA Positions: 3
Supervisor: Tracy Beird Extension: 3213
Position Description: Assist with statistical data computation projects and aid the Office of Institutional Research in the day-to-day operations of the office. Responsibilities include but are not limited to assisting with statistical projects and instructional assessments. Will also assist with the following: typing, data entry, filing, copying, faxing, answering phones and taking messages and running campus errands. General knowledge of office procedures and office skills preferred. Must have basic accounting skills/training, intermediate/advanced knowledge in MS Word/Excel/Access. CONFIDENTIALITY IS A MUST

Office of International Programs and Services 40-4007
Position Title: Study Abroad Peer Counselor
Skill Level: 23
FWS Positions: 0
IWA Positions: 1
Supervisor: Maureen Kyle
Extension: 3784
Position Description: Student will be responsible for assistance and support to the study abroad program of the Office of International Programs and Services. Assists in promoting student interest in study abroad through a variety of activities to include peer advising and counseling, referral activities, workshops, website updates, and some record keeping. Assists the Director and Secretary of the International Programs Office with routine office duties. Must have participated in a study abroad experience.
Office of International Programs and Services 40-4007
Position Title: Admissions Assistant
Skill Level: 23
FWS Positions: 0
IWA Positions: 1
Supervisor: Maureen Kyle
Extension: 3784
Position Description: Student will be responsible for filing, answering phones and taking messages, checking mail, creating and posting flyers, copying, mailings, assisting with the maintenance of admission files and data, typing specific reports as needed, and answering inquiries for admission to Lincoln University and to the KCP/Lincoln Intensive Japanese Program. Student should have good computer and communication skills, ability to work with diverse cultures, and basic knowledge of office management.

Office of International Programs and Services 40-4007
Position Title: Office Assistant
Skill Level: 10
FWS Positions: 2
IWA Positions: 0
Supervisor: Maureen Kyle
Extension: 3784
Position Description: Student will be responsible for filing, preparing informational packets for replies to admission and/or study abroad program inquiries. Student will assist with preparation of activities and events held by the Office of International Programs and Services. Student must have basic computer and communication skills.

Academic Technology Support 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.

Academic Technology Support Center - 200403
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).

Academic Technology Support 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 Omni Update. Student should be familiar and comfortable with word processing, WinZip, graphics software (i.e. PhotoShop, Photo Deluxe, or Paint Shop Pro).
Information Technology
Position Title: Technology Assistant
Skill Level: 20
FWS Positions: 5
IWA Positions: 0
Supervisor: David Vozenilek  Extension: 1234
Position Description: Test Functionality of all software, hardware, printing, and networking. Diagnose and report software, hardware, printing, and network problems. Correct software, hardware, and printing problems under the direction of IT staff. Move, install inventory, hardware and software under the directions of IT staff.

Information Technology
Position Title: Technology Assistant
Skill Level: 20
FWS Positions: 5
IWA Positions: 0
Supervisor: Joan Geisler, Steve Carol Extension: 1234
Student worker will provide clerical support within the IT department. Must be able to interact in professional manner with students, faculty, staff, and vendors. Must be familiar with department procedures, greet and screen visitors to the office and may escort them into secure areas. They will deliver and pick up mail, which may include large packages requiring use of a handcart. Responsible for keeping adequate supply of handouts. Photocopy, typing, answer phones, check voice mail, take messages, file, assist in checking in orders. Other duties as assigned.

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: Joseph McIlhenney 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 from all floors. Exemplary students in this position may be asked to provide instruction to other student employees, participate in the library open or close procedure and perform other duties related to the library Circulation Department. This position requires a person who is reliable, responsible, and able to interact with library staff, fellow student employees and library patrons

Library - 203001
Position Title: After-Hours Student Assistant
Skill Level: 13
FWS Positions: 0
IWA Positions: 0
Supervisor: Joseph McIlhenney Extension: 3267
**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: 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 shirt reference books to make space for incoming books.

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: 2  
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 online catalog from Library Web site 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. In the near future the online catalog will migrate to a new upgraded system. Preference is for a Junior or Senior Student Assistant.

LUC-TV – 40-4004
Position Title: Station Manager
Skill Level: 23
FWS Positions: 1
IWA Positions: 0
Supervisor: TBA Extension:
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: TBA Extension:
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: TBA Extension:
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: TBA Extension:
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.
Position Title: Cameraperson  
Skill Level: 17  
FWS Positions: 5-10  
IWA Positions: 0  
Supervisor: TBA Extension:  
**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.

Position Title: Editing Director  
Skill Level: 17  
FWS Positions: 2  
IWA Positions: 1  
Supervisor: TBA Extension:  
**Position Description:** Student will be responsible for all Station General Manager or advisor. GPA must be 2.0 or above.

Position Title: Traffic Manager  
Skill Level: 12  
FWS Positions: 2  
IWA Positions: 1  
Supervisor: TBA Extension:  
**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.

Position Title: Office Assistant  
Skill Level: 14  
FWS Positions: No Positions Available  
IWA Positions: No Positions Available  
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: 2  
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.

Mary Dod Memorial Chapel - 404016  
Position Title: Musical and Performance Technician  
Skill Level: 15  
FWS Positions: 0  
IWA Positions: 1  
Supervisor: Dr. Valerie Tate Green/Tanya Robinson  
Extension: 3274  

*Position Description:* Oversee and facilitate sound for all vocal and instrumental ensembles. Facilitate all Choir and Band rehearsals. Setting up and breaking down sound equipment for Chapel events. Setting up stage for Chapel events. Reporting damaged sound equipment to Chaplain and assisting in replacing equipment.

Master of Human Services - 240601  
Position Title: Office Assistant  
Skill Level: 14  
FWS Positions: 2  
IWA Positions: 0  
Supervisor: Shirley Quillin Extension: 3360  

*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: 2
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 with filing, entering information on computer and helping dispatch office with answering phones.

Registrar’s Office
Position Title: Office Assistant
Skill level: 15
FWS Position: 2
IWA Position: 2
Supervisor: Gary Clarke/Wanda Miller
Student will assist with the day-to-day operations of the Office of the Registrar. Duties include but are not limited to answering telephones, filing student records, picking up, sorting, and delivering mail, coordinating large mailings, scanning student records, and assisting in data entry. The ideal student will work well with others, be able to work without constant supervision, maintain a high level of accuracy and dependability, maintain a G.P.A. of at least 2.7, possess good interpersonal and communication skills, while maintaining a casual but professional appearance. Extreme confidentiality is required.

Residence Life - 404051
Position Title: Sign-In Personnel
Skill Level: 15
FWS Positions: 15
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 ID'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.
Student Services - 404004  
Position Title: Office Assistant  
Skill Level: 20  
FWS Positions: 5  
IWA Positions: 0  
Supervisor: Stephen Roberts/ Rita Myers 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 Student Services including Advising and Student Employment. 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.

Student Services-40-4004  
Position Title: Peer Assistant Note Taker  
Skill Level: TBA  
FWS Position 10  
IWA Position 0  
Supervisor: Rita X. Myers Extension: 3229

*Position Description:* The Peer Assistant Note Taker will provide personal support to an assigned student who is receiving disability accommodations through the Office of Student Services. The position is classified as a community service oriented position under the Federal Work Study Program. Peer Assistant Note Takers must take accurate notes during class sessions to be shared with student receiving services. Qualifications: Must have a cumulative GPA of 3.0 or higher, accurate and legible handwriting skills, must be detailed oriented, organized, punctual and reliable. Must be a team player with excellent interpersonal skills.

Student Services-40-4004  
Position Title: Peer Assistant Tutor  
Skill Level:  
FWS Position 10  
IWA Position 0  
Supervisor: Rita X. Myers Extension: 3229

*Position Description:* The Peer Assistant Tutor under the Disability Services program will provide academic support for students with disabilities. Must have a GPA of 3.0 or higher. Tutors will work in their most qualified subject area(s) on a one to one basis and in small or large groups sessions to help students with their study skills development and comprehension of course material. Also, help with marketing tutoring services.

Student Services-40-4004  
Position Title: Project Assistant  
Skill Level:  
FWS Position 2  
IWA Position 0  
Supervisor: Rita X. Myers Extension: 3229

*Position Description:* Students will be responsible for providing assistance and support to the office. The program assistant will promote department programs, activities and sponsored events. Also, will assist with the design and implementation of special projects. Provides general supervision and oversight to student employees assigned out of the office. Works closely with students who receive accommodations from the office, maintains office equipment and performs other detailed office duties. Qualifications: Must have good interpersonal skills, experience with computers and able to learn new technology software, must have prior experience working in a department/office and must love working along with or on behalf of their peers.
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.

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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.

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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.

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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.

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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 Life and Development - 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: TBA 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: TBA 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 Government Association - 404021
Position Title: Executive Branch Assistant
Skill Level: 19
FWS Positions: 0
IWA Positions: 6
Supervisor: TBA 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: TBA 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: 5
Supervisor: TBA Extension: 3273
*Position Description:* Students will serve as tutors for various academic areas.

Upward Bound - 921201s
Position Title: Office Worker/ Clerk Typist
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
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: 20
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.

Visual and Performing Arts - 210105
Position Title: Studio Monitor
Skill Level: 16
FWS 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
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. Morning or Afternoon hours available.
The Women's Center - 404009
Position Title: Program Assistant
Skill Level: 20
FWS Positions: 2
IWA Positions: 0
Supervisor: Stacey W. Tarlton 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. Tarlton 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: TBA 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: TBA Extension:
Position Description: Student will be responsible for the development and implementation of the station's program format.

WWLU - 404004
Position Title: News Director
Skill Level: 17
FWS Positions: 1
IWA Positions: 1
Supervisor: TBA Extension:
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: TBA Extension:
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: TBA Extension:
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: TBA Extension:
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
Supervisor: TBA Extension:
Position Description: Student will work with the News Director on the writing, production, and delivery of all newscasts.