Academic Advising Center – 206006
Position Title: Peer Advisor and Office Assistant
FWS Positions: 2
Supervisor: Nancy Kenner Extension: 7624  
*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.

Academic Technology Support Center - 200403
Position Title: Technical Assistant
FWS Positions: FILLED
Supervisor: Neal Hough Extension: 7379
*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
FWS Positions: 1
Supervisor: Brenda Snider Extension: 7355
*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
IWA Positions: 2
Supervisor: Nancy Evans Extension: 8148
*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).

Admissions – 404002
Position Title: Student Admissions Intern
FWS Positions: 8
Supervisor: Jo Anne Gaines Extension: 7206
*Position Description:* Student will aid The Admissions Department in completing departmental functions, while gaining experience working in a office setting. Duties include, but are not limited to: making prospect packets, filing, light data entry, running departmental errands, conducting campus tours if needed, aiding with mailing projects, aid with yearly Open House functions and other general duties as assigned. Every intern must have the skills ability to communicate effectively, help where needed, have a good attitude, be self motivated, follow instructions, keep all admissions information confidential, be committed, work effectively with minimal supervision and have a passion for Lincoln.

Admissions – 404002
Position Title: Student Tour Assistants/Office Intern
FWS Positions: 4
Supervisor: JoAnne Gaines Extension: 7206
*Position Description:* Student will aid the Admissions Department and work under the monitoring of the Tour Coordinator in conducting campus tours and complete general clerical duties to ensure campus visits are scheduled and confirmed. Duties include, but are not limited to: answering and responding to phone calls and emailed tour request, meet and greet visitors, conducting campus tours,
assist in scheduling and confirming tours, making group and family visitation packets and arranging for and confirming visitor lunches with campus food service Company. Every ambassador must have the skills and ability to articulate effectively, have a passion for Lincoln, have a great attitude, be committed, be self motivated, keep admissions information confidential, follow instructions, have time management skills, help where needed, communicate with other office personnel, work effectively with minimal supervision, have computer knowledge; word and excel is a must and must be knowledgeable of all areas of the university campus.

Alumni Relations – 307110
Position Title: Office Assistant
FWS Positions: 2
Supervisor: Connie Davis Extension: 7433
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
FWS Positions: 8
Supervisor: Elliott Lightfoot Extension: 7383
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
FWS Positions: 4
Supervisor: Rob Knox Extension: 7384
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
FWS Positions: 4
Supervisor: Elliott Lightfoot Extension: 7383/7382
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
FWS Positions: 4
Supervisor: Elliott Lightfoot Extension: 7383/7382
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
FWS Positions: 5
Supervisor: Cyrus Jones Extension: 7383/7382

Position Description: Responsible for duties as assigned.

Athletics – 232090
Position Title: Statisticians
FWS Positions: 6
Supervisor: Cyrus Jones Extension: 7383/7382

Position Description: Responsible for duties as assigned.

Athletics – 232090
Position Title: Training Room Assistant
FWS Positions: 4
Supervisor: Cyrus Jones Extension: 7383/7382

Position Description: Responsible for duties as assigned.

Athletics – 232090
Position Title: Basketball Scorekeeper
FWS Positions: 4
Supervisor: Cyrus Jones Extension: 7383/7382

Position Description: Responsible for duties as assigned.

Athletics - 232090
Position Title: Life Guards
FWS Positions: 2
IWA Positions: 2
Supervisor: Cyrus Jones Extension: 7383/7382

Position Description: Responsible for duties as assigned.

Biology - 220201
Position Title: Student Lab Assistant
FWS Positions: 4
IWA Positions: 2
Supervisor: Diane Barbieri Extension: 7509

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-NSF URM Collaboration 92-1486
Positions Title Research Intern
GSP Position: 1
Supervisor: Dr, David Royer Extension: 7510

Position Description: The Student will investigate a research topic related to the overall theme of the project- The Biology of an urbanized Estuary. Basic laboratory skills, familiarity with molecular methods, sterile technique methods, and field sampling methods.
Position Title: Office Assistant
FWS Positions: 1
Supervisor: Dr. Oswald H. Richards Extension: 7377

*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.

Position Title: Research Assistant
FWS Positions: 1
Supervisor: Dr. Oswald H. Richards Extension: 7377

*Position Description:* Student will use the internet, world wide web and library resources to conduct research on academic programs and curriculum. Must be Microsoft office proficient and have excellent oral, written and time management skills.

Position Title: Laboratory Assistant
FWS Positions: 1
Supervisor: Dr. Oswald H. Richards Extension: 7377

*Position Description:* Student will assist professor with laboratory exercises using SAP. They will assist the students with problems, troubleshooting system issues; provide assistance in preparing exercises and various other activities.

Position Title: Clerical Assistant
FWS Positions: 2
Supervisor: TBA Extension: 7488 or 8088

*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.

Position Title: Accounting Clerk
FWS Positions: 2
Supervisor: TBA Extension: 7488

*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.

Position Title: Office Assistant
FWS Positions: 6
Supervisor: Maria McGill Extension: 7102

*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.
Position Title: Peer Tutor
GSP Positions: 4
Supervisor: Dr. Chikwem Extension: 8143

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

Dean of Natural Science & Mathematics (Leaps Program) - 921440
Position Title: Office Assistant
GSP Positions: 15
Supervisor: Dr. Chikwem Extension: 7329

**Position Description:** Peer Tutors will assist students with understanding course related concepts and problem-solving skills. Tutors will help students to develop effective study skills. Tutors will participate in meetings with Peer Tutor Coordinator. They will complete and return Peer Tutor Activity Inventory Form. Tutors will work approximately 15 hours each week. Peer tutors must have taken a minimum of 60 credits and earned a cumulative GPA of 3.0. Peer tutors must have taken the courses they intend to tutor and earned a minimum of a B. Peer tutors must have good communication and interpersonal skills. They must have good organizational and time management skills. They must enjoy working with and helping others.

Dean of Students & Campus Life – 404001
Position Title: Office Assistant
FWS Positions: 1
Supervisor: Stacy Anderson Extension: 7329

**Position 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. 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.

Education – 230302
Position Title: Office Assistant
FWS Positions: 1
Supervisor: Laura King Extension: 7575

**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.

English & Mass Communication- 210102
Position Title: Office Clerk
FWS Positions: 1
IWA Positions: 0
Supervisor: Diane Smith Extension: 8145

**Position Description:** Student will responsible for answering and directing telephone call in a professional manner, providing other secretarial support as needed and other duties as deemed necessary.
Foreign Language -210104
Position Title: Office Assistant
FWS Positions: 1
Supervisor: Abbes Maazaoui/Maxine Davis
Extension: 7801
Position Description: The student will assist with the following: organizing departmental supplies and materials, picking up and delivering department’s mail, filing, copying, assisting with the preparation of departmental events, and posting flyers. Computer skills are required. Confidentiality is a must.

Financial Aid - 404006
Position Title: File Clerk
FWS Positions: 5
IWA Positions: 0
Supervisor: Kim Anderson Extension: 7535
Position 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.

Graduate Student Services and Graduate Admissions – 240601
Position Title: Office Assistant
FWS Positions: 3
Supervisor: Shirley Quillin Extension: 7360
Position Description: Student will aid the department in departmental needs, while gaining experience in an office environment. Duties include but not limited to: filing, light typing, running errands, mailings, answering phones and taking messages, photocopying, pick up and delivery of interoffice mail. Must have good interpersonal skills, light typing skills, must have legible handwriting. Confidentiality a must.

Health Services – 404017
Position Title: Office Clerk
FWS Positions: 2
Supervisor: Patricia Davenport Extension: 7338
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.

HPER - 232090
Position Title: Peer Tutor
IWA Positions: 2
Supervisor: Dr. James Deboy Extension: TBA
Position Description: Student will provide tutorial services to students enrolled in HPR207 Kinesiology. Student will attend class sessions and be familiarized with all class assignments(Labs/papers/projects) in order to assist other students enrolled in classes.

HPER – 23-0304
Position Title: Research Assistant/Teaching Assistant
IWA Positions: 1
Supervisor: Dr. J Deboy Extension: 7390
Position Description: Students selected for this position will be a HPR majors and completed course work and/or experience in research methods, anatomy & physiology, first aid & 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.
Honors Program:
Position Title: Office Assistant
FWS Position: 1
Supervisor: Marilyn Frantz
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.

Institutional Research - 207252/921238
Position Title: Office Assistant
GSP Positions: 3
FWS Positions: 3
Supervisor: Tracy Beird Extension: 7213
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

Information Technology
Position Title: Technology Assistant
FWS Positions: 5
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: Office Assistant
FWS Positions: 5
Supervisor: Joan Geisler, Steve Carol Extension: 7540
Position Description: 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.

Office of International Programs and Services 40-4007
Position Title: Student Peer Counselor
IWA Positions: 1
Supervisor: Terri Joseph Extension: 7784
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: Office Assistant
IWA Positions: 1
Supervisor: Terri Joseph Extension: 7784
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
FWS Positions: 2
Supervisor: Terri Joseph Extension: 7784
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.

Learning Resource Center/ACT101
Position Title: Assistant Peer Counselor
FWS Positions: 3
Supervisor: Dr. Jacqueline Gibson Extension: 7495
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.

Library - 203001
Position Title: Student Assistant, Special Collections
FWS Positions: 3
Supervisor: Doris Hughes Extension: 7267
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
FWS Positions: 12
IWA Positions: 0
Supervisor: Joseph McIlhenney Extension: 7366
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.
Position Title: After-Hours Student Assistant  
FWS Positions: 4  
Supervisor: Joseph McIlhenney Extension: 7366  
**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.

Position Title: Student Assistant, Serials  
FWS Positions: 2  
Supervisor: Neal Carlson Extension: 7262  
**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.

Position Title: Student Assistant, Interlibrary Loan  
FWS Positions: 2  
Supervisor: Bonnie Horn Extension: 7356  
**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.

Position Title: Office Assistant, Reference  
FWS Positions: 1  
Supervisor: Mahinder Chopra Extension: 7371  
**Position Description:** Student will file reference books on shelves, sort mail, compile various folders, take inventory of reference shelves, and shirk reference books to make space for incoming books.

Position Title: Student Assistant, Acquisitions  
FWS Positions: 1  
Supervisor: Elizabeth Pitt Extension: 7357  
**Position 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.

Position Title: Student Assistant, Cataloging  
FWS Positions: 2  
Supervisor: Lovernne H. Josephson Extension: 8162  
**Position 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.

Mary Dod Brown Memorial Chapel – 404016
Position Title: Office Assistant
IWA Positions: 1
Supervisor: Dr. Valerie Tate Green/Tanya Robinson Extension: 7274
*Position 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 Brown Memorial Chapel – 404016
Position Title: Chapel Musician
IWA Positions 2
Supervisor: Dr. Valerie Tate Green/Tanya Robinson Extension: 7274
*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
IWA Positions: 1
Supervisor: Dr. Valerie Tate Green/Tanya Robinson Extension: 7274
*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.

Minority Male Health- 921398
Position Title: Student Assistant
FWS Positions: 2
IWA Positions: 2
Supervisor: Shelley Johnson Extension: 7550
*Position 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.

Psychology Department – 230306
Position Title: Clerical/Lab Assistant
FWS Positions: 2
Supervisor: Kate Johnson Extension: 7535
*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
FWS Positions: 1
IWA Positions: 1
Supervisor: Larry J. Woods Extension: 8175
Position Description: Assists with filing, entering information on computer and helping dispatch office with answering phones.

Purchasing Department – 507250
Position Title: Clerk
FWS Positions: 2
Supervisor: Lynnette Scott Extension: 1051
Position Description: Ability to deal with administrative and faculty personnel in a pleasant and tactful manner, must be computer literate, able to communicate effectively with people from varied social, educational and economic backgrounds, and must be able to work without constant supervision, make decisions and have good judgment. Position requires approximately 50% of the time filing documents, answers and routes telephone calls, collect mail, and assists the secretary with related special projects.

Registrar’s Office
Position Title: Office Assistant
FWS Position: 3
IWA Position: 2
Supervisor: Gary Clarke/Wanda Miller Extension: 8114
Position Description: 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.

Office of Research, Development, Planning and Coordination
Position Title: Data Entry
IWA Positions: 1
Supervisor: Dr. Delroy Louden Extension: 7347
Position Description: Data entry of questionnaire from surveys using SPSS and codes provided by Dr. Delroy Louden

Residence Life - 404051
Position Title: Sign-In Personnel
FWS Positions: 15
Supervisor: 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
FWS Positions: 2
Supervisor: Valérie Reason/Antoinette Wallace Extension: 7226
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.
Special Events - 307108
Position Title: Office Assistant
FWS Positions: 1
Supervisor: Ursula Graves Extension: 7434

Position Description: Assist with basic office duties including but not limited to typing, filing, copying, and general office duties. Greet and direct visitors to the Office of Special Events. Student will assist with event planning by assisting with various mailings, running errands, serving as usher/host for special events. Assisting with RSVP’s, event set-up and registration. Perform all duties as they are assigned. Follow policy and procedures as designated by the Office of Special Events. Student must have some typing skills, computer literate, knowledge of Microsoft office programs. Ability to work well with people, mature, hardworking and ability to handle confidential matters. Must have a cumulative GPA of 2.0, be enthusiastic, articulate, and excellent communication skills, personable and creative.

Student Services – 404004
Position Title: Community Service Monitor
FWS Positions: 4
Supervisor: Rita Myers Extension: 7229

Position Description: Attend assigned forums/activities/events and accurately record attendance of students mandated to attend. Monitor student’s participation and/or performance at certain required events. Return attendance sheets and supplies to the office in a timely manner. Make reminder phone calls to students mandated to attend certain events. Deliver confidential letters regarding community service sanctions when required. Remain on-call for unexpected assignments. Perform other duties as assigned. Student must be reliable, responsible, and dependable. Student must adhere to the confidentiality policies of the department and of the students served. Student must be an upperclassman, mature and respected by peers. Student cannot have prior record of disciplinary charges.

Student Services-40-4004
Position Title: Lion Card Office Clerk
FWS Position 2
Supervisor: Rita X. Myers/Stephen Roberts Extension: 7229

Position Description: Greet students and other visitors who enter the office in a kind and professional manner. Follow standard procedures when issuing new and/or replacement Lion Card to students, faculty, and/or staff as required and provide accurate information when interpreting policies and procedures. Deactivate or freeze account in Blackboard system of students who report Lion Card lost or stolen. Issue temporary I.D. to students who report their Lion Card stolen, lost or misplaced after following procedures in Blackboard system for lost or stolen cards. When issuing replacement I.D. for lost, stolen or damaged cards, collect appropriate cash for replacement cost, provide recipient with a receipt, and follow the appropriate procedure for recording and depositing cash. Ensure printer is running properly and replace film and laminator cartridge when necessary. Make sure Lion Card supplies are stocked and the office area is kept neat and organized at all times. Perform other duties as assigned. Student must be honest, reliable, responsible, and dependable. Student must be familiar with the services provided by the Department. Student must become familiar with and adhere to the standard procedures of the Lion Card operation. Prior experience as a cashier or handling cash is preferred, but not required. Student must be detail oriented and possess excellent communication, interpersonal, and organizational skills. Student must have a cumulative GPA of 2.5 or above and be respected by their peers.
Student Services-40-4004
Position Title: Office Assistant
FWS Position 4
Supervisor: Rita X. Myers/ Stephen Roberts Extension: 7229
Position Description: Greet students and other visitors who enter the office in a kind and professional manner. Require all students to sign in before entering office and inform the Director or Assistant Director of their presence. In the absence of the Director/Assistant, determine reason for students’ visit, provide assistance if possible, and inform Director/Assistant upon their return. Make sure front office area and/or work area is kept neat and organized at all times. Occasionally pick-up and/or deliver mail, post flyers, run on-campus errands, etc. Assist in maintaining student files for FWS Program, academic advisees, etc. Provide general office and clerical assistance (typing, copying, faxing, mass mailings) as requested. Perform other duties as assigned. Student must be reliable, responsible, and dependable. Student must be familiar with the services provided by the Department. Student must adhere to the confidentiality policies of the department and of the students served. Students must have experience filing and possess a typing speed of 30 wpm. Experience with Microsoft Word and Excel preferred.

Student Services-40-4004
Position Title: Peer Note Taker/Tutor
FWS Position 10
Supervisor: Marlayne Bailey Extension:7290
Position Description: Attend assigned classes to take accurate notes (in accordance with policies & procedures of the program) of material presented by the professor. Complete notes on Peer Note Taker assignments sheets provided by the Office of Student Services and deliver notes to the Office of Student Services in a timely manner, no more than 3-4 hours after the class ends. Tutor students, individually or in small groups, who are enrolled in the SSD program in various subject areas as required. Attend all assigned training sessions, mandatory meetings and workshops facilitated by the Office of Student Services. Consult with Coordinator regarding student’s class attendance, services provided, etc. Inform the Coordinator at least one (1) week in advanced for planned absences. Maintain confidentiality of all student information. Perform other duties as assigned. Must have taken a minimum of 45 credits and earned a cumulative GPA of 3.0 or above. Must have earned a minimum grade of B in the courses they are assigned to take notes and tutor. Must pass the Peer Note Taker exams and have a neat and legible handwriting. Must have good communication, interpersonal, organizational, and time management skills. Must be mature, reliable, responsible, and dependable. Must enjoy working with and helping others. Must be able to successfully complete the tutor training provided by the LRC.

Student Services-40-4004
Position Title: Peer Tutor
FWS Position 16
Supervisor: Marlayne Bailey Extension:7290
Position Description: Ensure that the facility of the Peer Tutor Study Session is open on time and properly set-up to begin tutor sessions. Provide supplemental tutoring to students, individually or in a small group, in various subject areas. Engage discussion and assist in clarifying class materials and assignments. Assist in supervising the EMAP Program Assistant to ensure that the “buddy system” services are successfully provided to an assigned core of EMAP students. Administer and assist students with self-assessment tools and on-line interactive tutoring as required. Reinforce the rules and regulations of the Peer Tutor Study Sessions. Attend all assigned training sessions, mandatory meetings and workshops facilitated by the Office of Student Services. Perform other duties as assigned. Must have taken a minimum of 60 credits and earned a cumulative GPA of 3.0 or above. Must have earned a minimum grade of B in the courses they intend to tutor. Must be mature, responsible, reliable and dependable. Must have good communication, interpersonal, organizational, and time management skills. Must enjoy working with and helping others. Must be able to successfully complete the tutor training provided by the LRC.
Position Title: Program Assistant
FWS Position 4
Supervisor: Marlayne Bailey/Stephen Roberts Extension: 7290

**Position Description:** Provide general office assistance to the Coordinators of the Early Monitoring Alert Program by making follow-up phone calls, coordinating mass mailings, posting flyers, and other office duties as assigned. Provide assistance to the Peer Tutors by assisting with early morning wake-up calls, residential hall visits, periodic classroom visits, and other duties assigned. Serve as a “buddy” to a core of students enrolled in the program by providing students with general encouragement, motivation, and update information of academic resources, student services, and other campus resources available. Provide updates as deemed necessary to Peer Tutors regarding students’ participation and status in the program and to EMAP Coordinator if student requires a referral to other support programs on campus. Assist the Peer Tutors in reinforcing the rules and regulations of the Peer Tutor Group Study Sessions. Attend all assigned training sessions, mandatory meetings and workshops facilitated by the Office of Student Services. Perform other duties as assigned Must be able to work with minimal supervision and have the ability to multi-task. Must have accumulative GPA of 2.5 or above. Must have an excellent familiarity of the academic resources, support services, campus life, health and wellness opportunities/services available on campus.

Must be able to maintain confidentiality of student data and information and must be mature, responsible, reliable and dependable. Must have good communication, interpersonal, organizational, and time management skills. Must enjoy working with and helping others.

Position Title: SSD Assistant
FWS Position 4
Supervisor: Marlayne Bailey/Stephen Roberts Extension: 7290

**Position Description:** Review documents submitted by students and ensure all required documents have been recorded and received. Maintain files of students with disabilities. Ensure documents are filed appropriately. Occasionally pick-up and/or deliver documents for students registered with the office. Provide assistance as needed to students with the assistive/adaptive technology software. Serve as peer note taker when and if required. Remain on call for unexpected assignments by students registered in the program. Assist Coordinator in providing assistance to students as required and deemed necessary (i.e., proctoring exams, typing assignments, etc.). Perform other duties as assigned. Student must be reliable, responsible, and dependable. Student must adhere to the confidentiality policies of the department and of the students served. Student must be sensitive and empathetic to the needs of students with disabilities. Students must have experience filing and possess a typing speed of 30 wpm. Student must be able to pass the Peer Note Taker exam and have a cumulative g.p.a. of 3.0 or above.

School of Social Sciences and Behavioral Studies – 230001
Position Title: Office Assistant
FWS Positions: 2
Supervisor: Merrie Lee Anderson Extension: 8159

**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.

Student Life and Development - 404005
Position Title: Rec. Room Aid
FWS Positions: 14
Supervisor: Ahmad Moore Extension: 7703

**Position 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.
Position Title: Office Assistant  
FWS Positions: 1  
Supervisor: Christine Hilgar Extension: 7222  
*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: Executive Branch Assistant  
FWS Positions: 4  
Supervisor: TBA Extension: 7273  
*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  
FWS Positions: 3  
Supervisor: TBA Extension: 7273  
*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.

Position Title: Tutor  
IWA Positions: 5  
Supervisor: TBA Extension: 7273  
*Position Description:* Students will serve as tutors for various academic areas.

Upward Bound - 921201s  
Position Title: Office Assistant  
FWS Positions: 2  
Supervisor: Susan Powell Extension: 7549  
*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: Van Driver  
FWS Positions: 2  
Supervisor: Susan Powell Extension: 7549  
*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  
FWS Positions: 1-2  
Supervisor: Jeffrey Chapp Extension: 7653  
*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
FWS Positions: 3-6
Supervisor: Jeffrey Chapp Extension: 7653

**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
FWS Positions: 3-6
IWA Positions: 0
Supervisor: Jeffrey Chapp Extension: 7653

**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
FWS Positions: 1
IWA Positions: 0
Supervisor: Gloria Shearer Extension: 7555

**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
FWS Positions: 2
IWA Positions: 0
Supervisor: Ms. Gloria Shearer Extension: 7555

**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 are hours available.

Women's Center – 404009
Position Title: Program Assistant
FWS Positions: 3
IWA Positions: 0
Supervisor: Kalisha Turman Extension: 7332

**Position 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.