

2022/2023 WORK STUDY JOBS MASTER LIST

ON & OFF CAMPUS

See below for steps on applying

<u>STATUS:</u> OPEN	<u>AVAILABLE:</u> F/W/SP	<u>GENERAL ASSISTANT: COLLEGE RELATIONS</u> WAGE: \$14.95/HR. HOURS: 19/WEEK (SARA GÓMEZ-TAYLOR) <ul style="list-style-type: none"> PREPARE PACKETS AND MATERIALS FOR OUTREACH; INPUT CONTENT ON WEBSITE; MAINTAIN PHOTO DATABASE; POST AND MONITOR FLYERS & POSTERS; FAX/COPY; OPERATE OFFICE EQUIPMENT.
<u>STATUS:</u> OPEN	<u>AVAILABLE:</u> F/W/SP	<u>GENERAL ASSISTANT: FINANCE OFFICE</u> WAGE: \$14.95/HR. HOURS: 16/WEEK (JOELLA BENNET-GOLD) <ul style="list-style-type: none"> PROCESSING VENDOR INVOICES; RECORDING STUDENT FEES; RECEIPT OF PAYMENT, REFUNDS; DISTRIBUTE DEPARTMENT MAIL; OTHER PROJECTS AS REQUESTED
<u>STATUS:</u> OPEN	<u>AVAILABLE:</u> F/W/SP	<u>GENERAL ASSISTANT: HUMAN RESOURCES/PAYROLL</u> WAGE: \$14.95/HR. HOURS: 19/WEEK (ELIZABETH ENGLUND) <ul style="list-style-type: none"> FILING; RECIEVES/REFERS VISITORS; OPERATES OFFICE EQUIPMENT; DISTRIBUTE DEPARTMENT MAIL; PERFORMS BASIC ARITHMETIC.
<u>STATUS:</u> OPEN	<u>AVAILABLE:</u> F/W/SP	<u>LABORATORY MONITOR: STUDENT LEARNING (1 position)</u> WAGE: \$15.60/HR. HOURS: 19/WEEK (DESIREE ENGEL) <ul style="list-style-type: none"> COMPLETION OF CHEM/BIO CLASS LEVEL 120 OR ABOVE.) ASSIST IN THE MAINTENANCE OF LABS/LAB PREP AREAS; ORGANIZE EQUIPMENT; LABEL AND INVENTORY SCIENCE EQUIPMENT.
<u>STATUS:</u> OPEN	<u>AVAILABLE:</u> F/W/SP	<u>STUDIO ASSISTANT 1: STUDENT LEARNING</u> WAGE: \$14.95/HR. HOURS: 6-10/WEEK (CHRIS GILDOW) <ul style="list-style-type: none"> ASSIST IN THE MAINTENANCE OF ART STUDIO; PREPARE AND ORGANIZE EQUIPMENT/SUPPLIES; INVENTORY ART EQUIPMENT AND SUPPLIES; WASH MATERIALS AS NEEDED.
<u>STATUS:</u> OPEN	<u>AVAILABLE:</u> F/W/SP	<u>GENERAL ASSISTANT: LEARNING CENTER (2 positions)</u> WAGE: \$14.95/HR. HOURS: 19/WEEK (KATHRINE RAINES) <ul style="list-style-type: none"> ANSWER PHONES; GREET STUDENTS; EXPLAIN POLICIES AND PROCEDURES; ASSIST STUDENTS SIGNING IN; MANAGE MATERIALS; SCHEDULE APPOINTMENTS.

If you are interested in applying for one of these jobs:

→You must have already received an award letter that showed a work study award amount.

→You may visit Student Financial Services during their regular business hours to pick up a referral form for any jobs you are interested in. Employers will not interview students who do not have this referral form.

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→Once you have your referral form, you will clear to contact employers to schedule interviews.

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