

STUDENT ASSISTANT OPPORTUNITIES LIST

J#	DEPARTMENT	CONTACT	PHONE	DESCRIPTION	REQUIREMENTS	RATE OF PAY	MAX HOURS
GRA	Grants Office	Kimberly Gray	729-2328	Student will be assisting with web page design and updates using DreamWEaver and working with Adobe Acrobat Forms (modifying and creating); researching grant funding opportunities for faculty; and performing general office duties such as filing, typing, computer work, answering phones and other duties as assigned.	Prefer student with experience developing web pages and working with DreamWeaver.	\$6.15	see contact person
ITST7	Information Technology Services (ITS)	Steve Duckworth	737-1484	Student needed to assist with the daily documentation, installation and maintenance of campus local area network (LAN).	Knowledge of Windows OS required (98, 2000, XP). Knowledge of TCP/IP and related network protocols a plus. Flexible hours with 20 hr per week commitment. Applications available in the ITS suite in University Hall.	\$5.85	up to 20 per week
LIB6	Reese Library (Government Documents)	Michelle DeLoach	737-1745	Student needed to assist in the processing of government documents, open, stamp and count material and arrange by Sudoc numbers on book trucks, shelve, file, prepare bibliographies and other duties as assigned.	Must be able to work between 8am and 5pm on weekdays	\$5.85	see contact person
LIB8	Reese Library (Circulation Counter)	Michelle DeLoach	737-1745	Student needed to assist at Circulation Counter with checking materials in/out; referring questions to staff librarians; shelving library materials; reading shelves and performing other duties as assigned.	Must be willing to work some nights and weekends.	\$5.85	15 per week
LIB4	Reese Library (Security Monitor)	Michelle DeLoach	737-1745	Student needed for security monitor position. Duties include checking student ID's at the door, touring floors to be sure there is no drinking, eating, or disruptive or destructive behaviors taking place. Also responsible for picking up books, straightening chairs, etc. and assist with closing procedures.	Must be able to work nights and weekends	\$5.85	see contact person

STUDENT ASSISTANT OPPORTUNITIES LIST

J#	DEPARTMENT	CONTACT	PHONE	DESCRIPTION	REQUIREMENTS	RATE OF PAY	MAX HOURS
WR11	Writing Center	Karin Sisk	737-1402 or 737-1500	Student needed to work with students on composition projects across the disciplines and for graduate school and career-related endeavors.	Must be proficient in MS Word and familiar with MLA and other style manuals. A 3.2 GPA is required. Must have completed English 1102. Prefer students who have completed core requirements. Must have a recommendation from an English professor and 2 sample papers.	\$6.00	see contact person