

FEDERAL WORK STUDY OPPORTUNITIES LIST

J#	DEPARTMENT	CONTACT	PHONE	DESCRIPTION	REQUIREMENTS	RATE OF PAY	MAX HOURS
ARAC	America Reads & America Counts Challenges	Paulette Harris or Harold Benge	729-2045	Student needed to serve as tutor for the America Reads Challenge Literacy Program. Training by a certified teacher will be provided.	Background check must be completed	\$5.85	25 per week
ATH12	Athletics	John Sullivan	731-7908	Student needed to support athletic training staff by maintaining cleanliness of the training room and trainingroom materials, transporting drinking water, ice and/or training materials to fields/courts for practices/games.	Must be able to lift 70 lbs.	\$5.85	see contact person
COU1	Counseling Center	Gwen McCrary or Ginny Luke	737-1472	Student needed to perform general office duties to include filing, typing, computer work, xeroxing, answering phones and other duties as assigned.		\$5.85	see contact person
PSY2	Psychology	Connie Bradley	737-1694	Student Customer Service Assistant needed for busy Phsychology office. Student will assist with walk-in traffic, answer busy 3 line telephone, and assist with filing, making copies, running errnads and perfrm numerous other duties as indicated.	Excellent typing, communication and phone skills required. First through third year Psychology Undergraduate preferred, but not mandatory. Dress code applies. Must be customer service oriented. Contact Debie for additional information and possible interview.	\$5.85	up to 25 per week
PRP2	Public Relations & Publications	Kathy Schofe	737-1444	Student needed to perform duties including clipping articles, faxing press releases, managing the office and telephone lines, updating news information, delivering mail on the campus, taking photos, and conducting interviews.	Must be proficient in using a computer. Prefer a communications major but are open to other majors as well	\$6.00	20 per week
TDS1	Testing & Disability Services	Angie Kitchens	737-1472	Student needed to assist Coordinator of Disability Services in providing direct services support. Duties will include helping to proctor exams, possible preparing a newsletter, monitoring and maintaining a database of students, answering phones and all other duties as assigned.	Must be able to work independently and possess or be willing to develop an understand of major disabilities and related special needs.	\$5.85	up to 25 per week

OFF CAMPUS EMPLOYMENT

ARC	America Reads & America Counts Challenges	Paulette Harris or Harold Benge	729-2045	Student needed to serve as tutor for the America Reads Challenge Literacy Program. Training by a certified teacher will be provided.	Background check must be completed	\$6.50	25 per week
AMT	Augusta Mini Theater, Inc.	Frankie Simon	722-0598	Student needed to do typing, answer phones, bulk mail, file, make copies, send faxes, monitor hallway (when needed), prepare weekly statistics and work schedule, type Specials Form Information and other duties as assigned		see contact person	see contact person

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CSS	Catholic Social Services	Richard Tuchscherer	722-4390	Student needed to work in retail environment.	Must have good driving record and a current driver's license. Some heavy lifting and driving required.	\$7.00	20
GAAC1	Greater Augusta Arts Council	Brenda Durant	826-4702	Student needed to use QuickBooks to manage new and renewing memberships, record dues, send out welcome and renewal letters, pay bills and code to correct accounts, coordinate Porter Fleming Literary Competition, help staff with administrative duties as time permits	Resume required. Will work around any schedule. (GAAC is located in the Sacred Heart Cultural Center.)	\$8.00	up to 25 hours per week
GAAC2	Greater Augusta Arts Council	Brenda Durant	826-4702	Student needed for database entry, answering phones, make calls, keep lists, filing and assist staff with general administrative duties.	Resume required. Must be friendly, efficient and organized. FLEXIBLE hours!	\$8.00	see contact person
GAAC3	Greater Augusta Arts Council	Kathi Dimmock	826-4702 ext. 4	Student needed to assist with Special Event Planning	Resume required.	see contact person	see contact person
MCG	MCG Children's Medical Center Gift Shop	Ingrid Cochran	721-5120	Student needed to cashier, open and close the Gift Shop on weekends and offer assistance for several hours during the week. Duties will include providing friendly assistance to customers, handling cash register transactions, counting money at closing and keeping store attractive	Retail experience preferred but not required.	\$6.00	see contact person
MCG10	MCG Georgia Prevention Institute (Dept. of Pediatrics)	Colleen Boyle	721-8576	Preparation and processing of biological samples (blood), assisting with after school physical education classes for elementary school students, administrative tasks, literature searches, obtaining articles, and recordkeeping relating to research on behavior and health in children.	Prefer Health Science (preferably Exercise Science) student with good grades, conscientious, extremely detail-oriented, interest in health research career a plus. Experience in physical activity programs with children	\$6.16 to \$7.15 per hour	up to 25 hours per week
MCG15	MCG Georgia Prevention Institute (Heart & Stress Study)	Kashala Carter	706-721-1129	Students needed to be involved with the day to day testing of subjects. Testing includes working in a lab, running reactivity, recording and storing data and helping Research Assistants.	Must be responsible and dependable. RESUME REQUIRED. Please email to kacarter@mcg.edu.	\$7.00	10 hours per week
MCG11	MCG Continuing Education	Rebecca McDermott	721-3967	Student needed to answer phones, do typing, filing, data entry, photocopying, entering course evaluations and packing programs.	Student must be dependable and have knowledge of MS Word, Excel, and preferably Access 2000.	\$8.00	see contact person

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MCG12	MCG Continuing Education	Rebecca McDermott	721-3967	Student needed to provide support in the financial office doing filing, typing check requests, travel requests, posting records to course files, etc.	Must be detail oriented. Prefer student who is an accounting or business major, but this is not mandatory.	\$8.00	at least 20 hours per week
MCG7	MCG Neurology	Brook Vaught	721-2145	Student needed for general office duties to include typing, data entry, filing, xeroxing, answering phones, taking messages and other duties as assigned.		\$5.15	15 - 20
MCG16	MCG Georgia Prevention Institute - Dept. of Pediatrics	Marlo Vernon	706-721-0084	Student needed to work for the P-POD project, a study dealing with new mothers. Duties will include filing, data entry, data quality control, answering phones and related research activities.	Prefer Health Science, Psychology or English major.	\$5.66 to \$6.15	10
MCG16	MCG Sponsored Program Administration	Jeaneanne Atkinson	721-6481	Student needed to provide clerical/accounting assistant functions. These include matching invoices to payment receipts, data entry, preparation of material for mailing, light typing, filing, copying, delivering documents to various locations on campus and other duties as assigned.		\$8.08	see contact person
MCG17	MCG Institute of Molecular Medicine and Genetics	Angie Compton	706-721-0487	Part time position caring for a laboratory colony of Japanese medaka fish. Medaka are small freshwater fish used to investigate DNA damage and repair pathways. Position requires feeding of adult, juvenile and hatchling fish and collection of eggs from breeding adults. Position will provide an opportunity to learn about developmental biology through daily observation and care of developing embryos.	Requires high school diploma, some college biology coursework preferred. Must be available weekdays from 8:30 to 11 AM. Some weekend work may be required.	\$7.00	20 hours per week
NBCC1	New Bethlehem Community Center, Inc.	Elaine Mathews	706-722-0086	Student needed to help in After School Homework Program. Will assist 3-5 elementary students with homework, reinforce weak areas, and engage students in creative play.	Must be able to work Monday through Thursday from 3:00 - 6:00 pm.	\$7.00	12-15 hours per week
NBCC2	New Bethlehem Community Center, Inc.	Elaine Mathews	706-722-0086	Student needed to do typing, answer phones, bulk mail, file, make copies, intake clients, and keep volunteer schedule.	Must be able to work Monday through Thursday from 10:00 am - 3:00 pm.	\$8.00	20 hours per week
TAF3	The Art Factory	Cindy O'Brien	731-0008	Fine Arts-Student will be responsible for maintaining art supplies and inventories; assisting in visual art classes as needed; operating the kiln, including loading and unloading; on-site assistant		see contact person	see contact person
TAF4	The Art Factory	Cindy O'Brien	731-0008	Marketing - Student will assist in development and implementation of a marketing plan for The Art Factory; write and send press releases; provide support for special events and festivals.		see contact person	see contact person
TAF5	The Art Factory	Cindy O'Brien	731-0008	Education - Student will assist in aligning Art Factory's curriculum with Georgia Performance Standards, Quality Core Curriculum, and the National Standards for Art Education; compiling lesson plans; assembling resources and materials; coordinate the development of a library and check-out system.		see contact person	see contact person