

## STUDENT ASSISTANT OPPORTUNITIES LIST

J#	DEPARTMENT	CONTACT	PHONE	DESCRIPTION	REQUIREMENTS	RATE OF PAY	MAX HOURS
ITS4	Information Technology Services (Technical Support)	David Czapala	737-1484	Student needed for technical support position. Will be responsible for updating an equipment database and filing data sheets as new inventory arrives and retrieving inventory information from the equipment database. Will be required to perform basic repairs and preventive maintenance of computers to include cleaning keyboards, mouses, monitors, printers and doing tape backups of computers. Will assist with computer repair and maintenance such as removal or installation of hardware and restoration of data.	Must have some basic knowledge of computer hardware and software. Some heavy lifting involved.	\$5.85	15 per week
ITS1	Information Technology Services	Cathy Barner	737-1484	Student will be assisting with web page updates and design using Dreamweaver and working with Adobe Acrobat Forms (modifying and creating). Also will assist with software installations, phone support and other projects as needed.	Student must be comfortable with using computer and quick to learn new programs and familiar with Word, Excel, Dreamweaver or other web publishing tools. Must be able to work well without direct supervision.	\$5.85	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

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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