

FEDERAL WORKSTUDY POSITIONS

ACADEMIC COMPUTING

Job Title: Lab Assistant

Job Description/Qualifications: Assist students in the Pullen Hall labs with computer and printer related issues.

Hours to be worked per week: 6 – 10

No. of students: 2

Person to contact concerning position: Tricia Shultz

Office location: Pullen 105D

Phone: 301-687-4103

ATHLETICS

Job Title: Office Assistant

Job Description/Qualifications: general office duties, answering phones, filing, running on campus errands, assisting with uniform inventory, equipment and supplies, assistance to coach during practice and home games, must be available some weekends, knowledge of cheerleading helpful but not required

Hours to be worked per week: 12-15

No. of students: 1

Person to contact concerning position: Rebecca Carter, Head Cheer Coach

Office location: Cordts 176

Phone: no phone, please email rmcarter@frostburg.edu

Department: Educational Professions

EDUCATIONAL PROFESSIONS

Job Title : Tech Lab Assistant

Job Description/Qualifications: The Tech Lab Assistant will help in keeping the Framptom Tech Labs clean, organized, and conducive to learning. Students with good organizational skills and who have a high interest in technology will be ideal. Job responsibilities include, but are not limited to, manning the tech lab, filing documents, keeping the tech lab calendars updated, assisting in putting up bulletin board displays, and clean ups.

Hours to be worked per week: 6

No. of students: 1

Person to contact concerning position: Dr. Minnie Ladores

Office location: Framptom 211

Phone: (301) 687 4303

EDUCATIONAL PROFESSIONS

Job Title: Teaching and project assistant

Job Description/Qualifications: Assist with classroom preparations and follow-ups, plus potential research, while learning more about how to write and to teach composition in the process. Assistant will sort and organize files and other data, and must have a willingness to learn and an ability to work with confidential information.

Hours to be worked per week: Negotiable

No. of students: 1-3

Person to contact concerning position: Dr. Judy Pula

Office location: Dunkle Hall 315 C

Contact information: 301-687-4240, jpula@frostburg.edu

FACILITIES

Job Title: Recycling Worker

Job Description: Student will sort and organize recycling materials, participate in a scheduled pickup route to include all buildings on campus, must be able to weigh materials and catalogue

results, operate a cardboard compactor, and assist with monthly production of recycling newsletter, other duties as assigned. Student will be under the general direction of the Campus Recycling Coordinator.

Qualifications: Able to perform heavy lifting, proficiency on Microsoft Word, Publisher and Excel, must have a valid Maryland, class C drivers license,

Hours to be worked per week: up to 20hrs **No. of students** 1

Person to contact concerning position: Lawrence Gingerich

Office location: 106 Stangle

FOREIGN LANGUAGES AND LITERATURE

Job Title: Foreign Language Lab Assistant

Job Description/Qualifications: Qualified individuals should: Be comfortable with computers and know how to use Microsoft programs. Be open to learning how to use the language programs installed in the language lab in order to assist language lab users. The lab assistant will be responsible of keeping track of foreign language students' use of the lab and report any problems or issues that may arise to the Lab Supervisor. He/she will help maintain a clean and quiet lab environment. Assist Foreign Language instructors using the lab. Assist Foreign Language students using the lab. Assist in the scheduling of Conversation Partners' appointments. Update the lab calendar and complete related administrative chores as requested by the lab supervisor. Knowledge of Spanish and/or French is helpful, but not a requirement.

Hours to be worked per week: up to 8 hrs

No. of students: 5 to 8

Person to contact concerning position: Regina Alderton (Lab Supervisor)

Office location: FA 213

Phone: 301-687-7690

MANAGEMENT

Job Title: Office Assistant

Job Description/Qualifications: Filing, computer data entry, library research, and other office work.

Hours to be worked per week: 10 to 20

No. of students: 2

Person to contact concerning position: Dr. Amit Shah

Office location: Framptom 312

Phone: x4408

Job Title: Office Assistant

Job Description/Qualifications: 1) KNOWLEDGE OF MICROSOFT OFFICE, 2)_GOOD ORGANIZATION SKILLS, 3)ONLINE RESEARCH ON SPECIFIC TOPIC/SUBJECT (LIBRARY & INTERNET), AND 4) WRITING SKILLS WILL BE PLUS

Hours to be worked per week: 8 to 20

No. of students: 1

Person to contact concerning position: Dr. Shakil Rahman

Office location: Framptom 310

Phone: (301) 687-4189

MASS COMMUNICATION

Job Title: Equipment Room Monitor

Job Description/Qualifications **Student must be** detail oriented and **DEPENDABLE**. Students needed to oversee equipment check-out/check-in for MCOM students. Need students to ensure that the equipment room is open and available for Mass Communication students. **Must be dependable. No video experience necessary.**

Hours to be worked per week 5-10

No. of students 1-2

Person to contact concerning position Connie Capacchione

Office location Guild Center 119

Phone 301-687-3049

STUDENT RETENTION

Job Title: Office Assistant

Job Description/Qualifications: Analytical skills, research, computer data entry, knowledge of Microsoft Office, good organizational skills, filing and other office work.

Hours to be worked per week: 10 to 15

No. of students: 1

Person to contact concerning position: Dr. Terri Massie-Burrell, Assistant Provost

Office location: Hitchins 236- Office of Student Success and Retention

Phone: x3206

PASS OFFICE

Job Title: Student Aide

Job Description/Qualifications: Assist in the daily operation of the office. Meet and greet all visitors to office; answer phones; filing; data retrieval; make appointments. **Must be dependable.**

Hours to be worked per week: 6-8

No. of students: 2-3

Person to contact concerning position: Lois Bennett

Office location: 150 Pullen Hall

Phone: 301-687-4441

PHILOSOPHY

Job Title: Research Assistant

Job Description/Qualifications: Looking for an assistant to translated articles from French into English. Need not be fluent. Other research support tasks may be added as needed.

Hours to be worked per week: 7-10

No. of students: 1

Person to contact concerning position: Shoshana Brassfield

Office location: Dunkle Hall 117-C

Phone: (301) 687-7391

RESIDENCE LIFE

Job Title: Office Assistant

Job Description/Qualifications: Assist with answering phones, forwarding calls to appropriate person, filing, completing projects assigned by Office Staff, etc.

Hours to be worked per week: Approximately 6 - 10

No. of students: 2-3

Person to contact concerning position: Dana Severance

Office location: Annapolis Hall – Ground Floor

Phone: 301-687-4121

STUDENT & COMMUNITY INVOLVEMENT

Job Title: Student Administrative Assistant

Job Description/Qualifications: Applicant will be able to assist in the Office of Leadership and Experiential Learning and Volunteerism and National Service by offering skills associated with an Administrative Assistant. Applicant will help with filing, scanning, and organizing office documents, answer telephones, assist with programs, and any other tasks as assigned. Applicant will be trained on the position.

Hours to be worked per week: 10-20

No. of students: 2-4

Person to contact concerning position: Mr. Douglas Baer or Ms. Clarissa Lang

Office Location: The Braddock House **Phone:** 301-687-4210

Email: calang@frostburg.edu

THEATRE & DANCE

Job Title: Front of House

Job Description/Qualifications: Greet patrons and seat them for shows. Work on Thursday, Friday, and Saturday evenings with a few Saturday afternoon shows.

Hours to be worked per week: 5 - 10

No. of students: 6

Person to contact concerning position: Darrell Rushton

Office location: PAC 311

Phone: 301-687-4487

TUTORING CENTER

Job Title: Student Aide

Job Description/Qualifications: Assist in the daily operation of the office. Meet and greet all visitors to office; answer phones; filing; data retrieval; make appointments. **Must be dependable.**

Hours to be worked per week: 6-8

No. of students: 2

Person to contact concerning position: Jennifer Lewis

Office location: Tutoring Center @ Edgewood Commons

Phone: 301-687-3077

Job Title: Student Aide

Job Description/Qualifications: Assist in the daily operation of the office. Meet and greet all visitors to office; answer phones; filing; data retrieval; make appointments. **Must be dependable.**

Hours to be worked per week: 6-8

No. of students: 2-3

Person to contact concerning position: Jennifer Lewis

Office location: 151 Pullen Hall

Phone: 301-687-3077

UNIVERSITY ADVANCEMENT

Job Title: Telemarketing Representative

Job Description/Qualifications: Work with fellow students to call FSU alumni and friends to solicit funds for FSU programs.

Hours to be worked per week: 9-15

No. of students: 20

Person to contact concerning position: Liz Nelson

Office location: Frost Hall

Phone: email eanelson@frostburg.edu

Students MUST apply online at www.frostburg.edu/phonathon

VISUAL ARTS

Job Title: Gallery Assistant

Job Description/Qualifications: Assist Gallery Director with installation of exhibitions and maintenance.

Hours to be worked per week: 5 to 8

No. of students: 3 to 4

Person to contact concerning position: Dustin Davis

Office location: 106 B Fine Arts

Phone: 301-707-5645 (Cell)

