

# STATE WORKSTUDY POSITIONS

## 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](http://www.frostburg.edu/phonathon)**

## VISUAL ARTS

**Job Title:** Lab monitor

**Job Description/Qualifications:** Student Monitor for Graphic Lab 205, FA bldg. Student(s) must be well versed of Macintosh OS. Student(s) will be required to maintain the lab equipment and furniture. (This requires cleaning all machines/keyboards mouse and computer work desk). Candidates must Junior or Senior status. Seniors preferred. Students must have highly skilled working knowledge of Photoshop, Illustrator, InDesign, Dreamweaver CS5 and Quark 9. Candidates must be willing/able to trouble-shoot or assist other students and be familiar with operating flat-bed scanner. Potential candidates must be willing to work afternoon, evening and weekend hours.

**Hours to be worked per week:** As Permitted

**No. of students:** To be determined

**Person to contact concerning position:** Prof. Hodges or Professor Jackie Brown, Chair of Dept of Visual Arts

**Office location:** Fine Arts Bldg. **Phone:** 301.687-4797