

# FEDERAL WORKSTUDY POSITIONS

## ADMISSIONS

**Job Title:** Office Assistant

**Job Description/Qualifications:** Answering the phone, filing, organizing of documents, helping with open house and preparing for events, data entry.

**Hours to be worked per week:** 20

**Number of students:** 5

**Person to contact concerning position:** Shayla Hitchins

**Office locations:** Pullen Hall 114

**Email:** sahitchins@frostburg.edu

## ATHLETICS

**Job Title:** Athletic Web stream Assistant

**Job Description/Qualifications:** The web stream student assistant will provide help on game days by filming games, running the camera switcher, hacking video, and/or making graphics in an effort to help promote Frostburg student athletes through the department's web stream.

**Hours to be worked per week:** 10-20

**Number of students:** 3-6

**Person to contact concerning position:** Noah Becker

**Office locations:** Cordts 293

**Phone:** 301-687-4371

**Job Title:** Fitness Center Attendant

**Job Description/Qualifications:** Assist the fitness center staff with the supervision, operation, and upkeep of the fitness center facility

**Hours to be worked per week:** 8-16

**Number of students:** 6

**Person to contact concerning position:** Kyle Linhart

**Office locations:** Cordts PE Fitness Center

**Phone:** 301-687-3125

**Job Title:** Gameday Operations

**Job Description/Qualifications:** The gameday operations assistant(s) will provide help on game days by keeping statistics and running scoreboards at home athletic events.

**Hours to be worked per week:** 10-20

**Number of students:** 3-6

**Person to contact concerning position:** Noah Becker

**Office locations:** Cordts 293

**Phone:** 301-687-4371

## **BIOLOGY**

**Job Title:** Microbiology lab prep

**Job Description/Qualifications:** Media preparations, autoclaving, clean the lab, arrange the lab, use dishwasher (will have preference for those who took microbiology before)

**Hours to be worked per week:** 10

**Number of students:** 2

**Person to contact concerning position:** Dr. Kumudini Munasinghe

**Office locations:** Compton Hall 203

**Phone:** 301-687-4299

**Job Title:** Organization and Collection of Research Data

**Job Description/Qualifications:** A Wildlife & Fisheries major capable of doing outside field work, and also capable of working with Excel files to organize data.

**Hours to be worked per week:** 10

**Number of students:** 1-2

**Person to contact concerning position:** Tom Serfass

**Office locations:** Compton 210

**Phone:** 301-687-4171

## **BRADY HEALTH CENTER**

**Job Title:** Courier

**Job Description/Qualifications:** Transporting labs to Allegany County Health Department in Cumberland, MD. Position may include light office tasks. Must be available Monday through Thursday from 2:00 p.m. until approximately 5:00 p.m. and Friday from 2:00 p.m. until 4:00 p.m. **Must have a clean driving record.**

**Hours to be worked per week:** Up to 12

**Number of students:** 2

**Person to contact concerning position:** Jacqie Broadwater

**Office locations:** Brady Health Center

**Phone:** 301-687-4310 or 301-687-4309

## **CAREER & PROFESSIONAL DEVELOPMENT CENTER**

**Job Title:** Student Office Worker

**Job Description/Qualifications:** Answer telephone, greet guests, file, copy, set up for events, staff event tables in Lane Center

**Hours to be worked per week:** 6-8

**Number of students:** 4

**Person to contact concerning position:** Cindy Nelson, Administrative Assistant

**Office locations:** Pullen Hall 110

**Phone:** 301-687-4403

## **COMMUNICATIONS**

**Job Title:** Equipment Room Monitor

**Job Description/Qualifications:** Will be checking out video equipment to Mass Communication students. MUST be dependable. MCOM majors preferred but not required.

**Hours to be worked per week:** 8-10

**Number of students:** 4-5

**Person to contact concerning position:** Melanie Lombardi

**Office locations:** CCIT 348

**Phone:** 301-687-3011

**Job Title:** Graphic Designer

**Job Description/Qualifications:** 1) Create messages for local non-profit groups for the message board for FSU-TV3 about events and around the campus and in the local community. 2) Create posters, fliers and other promotional materials as needed. 3) Create graphics to use with original program creation for series that air. 4) Assist with the maintenance and design aspect of the FSU-TV3 website. 5) Assist with designs for social media sites. Requirements for position: 1) Working knowledge of Adobe Products and Mac computers. 2) Time management and good communication skills are a must. 3) Web designing experience a plus. 4) Knowledge of working with Teams.

**Hours to be worked per week:** 6-10

**Number of students:** 1

**Person to contact concerning position:** Melanie Lombardi

**Office locations:** CCIT 348K

**Phone:** 301-687-3011

## **EDUCATIONAL PROFESSIONS**

**Job Title:** Clerical Assistant

**Job Description/Qualifications:** Maintain time sheet records for faculty, adjunct faculty, and graduate students. Various other clerical type duties.

**Hours to be worked per week:** 10

**Number of students:** 1

**Person to contact concerning position:** Linda Lewis

**Office locations:** Framptom 221

**Phone:** 301-687-7394

## **FINE ARTS**

**Job Title:** Gallery Aid

**Job Description/Qualifications:** To assist with gallery needs

**Hours to be worked per week:** 8-10

**Number of students:** 6-7

**Person to contact concerning position:** Ashley Lester / Patti Graham

**Office locations:** Fine Arts 115

**Phone:** 301-687-4797

## **LANE UNIVERSITY CENTER**

**Job Title:** Office Assistant

**Job Description/Qualifications:** Assist the Lane University Center and the department of Student & Community Involvement with various office tasks. Can include answering phones, filing, and special projects. From time to time, assist with setting up meeting rooms with tables, chairs, etc.

**Hours to be worked per week:** Varies week to week

**Number of students:** 3

**Person to contact concerning position:** Allen Flanagan

**Office locations:** 214 Lane University Center

**Email:** raflanagan@frostburg.edu

**Job Title:** Operations Student Employee

**Job Description/Qualifications:** The Lane University Center Operations Student Employee works in a variety of positions within the LUC. Flexible scheduling and varying job duties include, but are not limited to: COVID disinfecting, setting up rooms, general office work, digitizing files, working at the Information Center, Game Room, Tech., etc. The position requires evening/weekend/overnight work.

**Hours to be worked per week:** Varies week to week

**Number of students:** 20

**Person to contact concerning position:** Allen Flanagan

**Office locations:** 214 Lane University Center

**Email:** raflanagan@frostburg.edu

## **LIBRARY**

**Job Title:** Digital Lab Student Assistant

**Job Description/Qualifications:** The Lewis J. Ort Library seeks a student employee to work part-time (up to 10 hours per week) with the Special Collections Librarian/Archivist. The work involves the digitization of historical collections, metadata entry, and preparing digitized collections for online access.

Required qualifications include: attention to detail; comfortable using a computer with the Windows 10 operating system; capable of scanning papers, photographs, and books using a planetary and flatbed scanner; proficient with basic image editing tasks, including cropping and resizing images; competent with basic data entry in Microsoft Excel; able to sit at a computer and, occasionally, retrieve and lift archival boxes with historical resources.

Preferred qualifications include: interest in history and historical resources; basic familiarity with digital imaging software, e.g. Adobe Photoshop.

**Hours to be worked per week:** Up to 10

**Number of students:** 1

**Person to contact concerning position:** Lisa Zakharova

**Office locations:** Ort Library 509

**Phone:** 301-687-4889

**Email:** [ylzakharova@frostburg.edu](mailto:ylzakharova@frostburg.edu)

## **MULTIMEDIA LEARNING CENTER**

**Job Title:** Production Specialist

**Job Description/Qualifications:** Apply your creative skills and interests to help produce STEM educational content and programming for k-12 students and the public in general. The projects are designed based on student skills and interest. No experience necessary, positive can-do attitudes are.

**Hours to be worked per week:** 5

**Number of students:** 2

**Person to contact concerning position:** Dr. Jason Speights

**Office locations:** Gira CCIT 189

**Email:** [jcspeights@frostburg.edu](mailto:jcspeights@frostburg.edu)

## **MUSIC**

**Job Title:** Choral Digitizing Project

**Job Description/Qualifications:** Dr. Scott Rieker is undertaking the digitization of the DCA single-copy library and seeks a self-motivated individual to coordinate the scanning of the music. The right person

must be proficient with (or willing to learn) a copier/scanner and pay attention to detail during repetitive work. The Choral Digitizing Project reports to the Director of Choral Activities. This position could also include updating the online Choral Music Catalog.

**Hours to be worked per week:** 5-10

**Number of students:** 1

**Person to contact concerning position:** Dr. Scott Rieker

**Office locations:** PAC 203

**Phone:** 301-687-4110

**Job Title:** Music Lab Assistant

**Job Description/Qualifications:** RELIABILITY UTMOST IMPORTANT! No computer knowledge necessary. Responsibilities: check students in/out, monitor use and ensure security of equipment, check out/monitor recordings library, and assist with office-type duties (copying, sorting, filing, etc.) as needed.

**Hours to be worked per week:** 7-9

**Number of students:** 2-3

**Person to contact concerning position:** Brent Weber

**Office locations:** PAC 202B

**Phone:** 301-687-4116

## **NURSING**

**Job Title:** Office Assistant

**Job Description/Qualifications:** Filing, putting folders together for our recruiters as well as gift bags, mailing. General office duties and computer skills.

**Hours to be worked per week:** 6

**Number of students:** 2

**Person to contact concerning position:** Deanna Nelson

**Office locations:** Lowndes Hall

**Phone:** 301-687-3233

**Email:** [dlnelson@frostburg.edu](mailto:dlnelson@frostburg.edu)

## **PHYSICS & ENGINEERING**

**Job Title:** Office assistant Helper

**Job Description/Qualifications:** Our department administrative assistant is teleworking for fall semester due to Covid-19. The work-study employee will sit in our administrative assistant's office. He/she will mainly do the office clerical job, as well as will communicate with our administrative assistant and the department Chair.

**Hours to be worked per week:** 15-20

**Number of students:** 2

**Person to contact concerning position:** Dr. Jamil Abdo, Department Chair

**Office locations:** Compton Science Center 105

**Phone:** 435-890-7451

**Email:** jabdo@frostburg.edu

## **RESIDENCE LIFE**

**Job Title:** Student Mailroom Assistant

**Job Description/Qualifications:** Sort mail to put in mailboxes, serve students who come to the window, forward mail, other duties as assigned

**Hours to be worked per week:** 6-10

**Number of students:** 2-3

**Person to contact concerning position:** Tammy Ringler

**Office locations:** Pullen Hall

**Phone:** 301-687-4722

**Job Title:** Student Office Assistant

**Job Description/Qualifications:** Answer phones, direct calls to appropriate areas, check out keys for students locked out of rooms, other duties as assigned

**Hours to be worked per week:** 6-10

**Number of students:** 2-3

**Person to contact concerning position:** Tammy Ringler

**Office locations:** Pullen Hall

**Phone:** 301-687-4722



## **STUDENT & COMMUNITY INVOLVEMENT**

**Job Title:** Graphic Designer

**Job Description/Qualifications:** Student graphic designers are an integral part of marketing events to students and the campus community. Graphic designers create posters, trash can inserts, digital signage, invitations, t-shirts, and more using Adobe Creative Suite.

**Hours to be worked per week:** 6

**Number of students:** 1

**Person to contact concerning position:** Melissa Martz

**Office locations:** LUC 228

**Phone:** 301-687-7597