

STATE 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(s) 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 webstream.

Hours to be worked per week: 10-20

Number of students: 3-6

Person to contact concerning position: Noah Becker

Office locations: Cordts PE Fitness Center 293

Phone: 301-687-4371

Job Title: Game Day Operations

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

Hours to be worked per week: 10-20

Number of students: 3-6

Person to contact concerning position: Noah Becker

Office locations: Cordts PE Fitness Center 293

Phone: 301-687-4371

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 10

Number of students: 1

Person to contact concerning position: Jacqie Broadwater

Office locations: Brady Health Center

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