

# FEDERAL WORKSTUDY POSITIONS

## ADMISSIONS

**Job Title:** Bobcat Ambassador/Student Worker

**Job Description/Qualifications:** Full-time enrolled student in good academic standing. Campus visits/tours, event prep & execution, prospective student calling/emailing, representation of student body, office work, other duties as assigned.

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

**Number of students:** 5

**Person to contact concerning position:** Stu Albaugh

**Office locations:** Pullen Hall Admissions Suite

**Phone:** 301-687-4401

## BIOLOGY

**Job Title:** Mammalogy Collection Curation Assistant

**Job Description/Qualifications:** Assist in the management and curation of the mammal collection. Involved identifying, sorting, storing, and cataloging preserved mammal specimens, as well as organizing laboratory equipment. Candidate should have a passing grade in BIOL 160, preferred candidate will be a Wildlife & Fisheries or Interpretive Biology and Natural History major.

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

**Number of students:** 2

**Person to contact concerning position:** Dr. Thomas Lambert

**Office locations:** Compton Hall 211

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

**Job Title:** Microbiology Work Study

**Job Description/Qualifications:** Making media, autoclaving, proper trash disposal, lab clean ups, help with research students, prepare all the techniques related to media preparations, clean glassware, use the dishwasher.

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

**Number of students:** 2

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

**Office locations:** 203 Compton Hall

**Phone:** 301-687-4299

## **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 Friday from 1:00 p.m. until 4:00 p.m. **Must have a clean driving record.**

**Hours to be worked per week:** Up to 15

**Number of students:** 2

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

**Office locations:** Brady Health Center

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

**Email:** jmbroadwater@frostburg.edu

## **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

## **CENTER FOR INTERNATIONAL EDUCATION**

**Job Title:** Front Desk Student Worker

**Job Description/Qualifications:** Greet and assist visitors to the CIE. Other duties as assigned by the director. Experience with customer service.

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

**Number of students:** 2

**Person to contact concerning position:** Victoria Gearhart

**Office locations:** Pullen Hall 108

**Phone:** 301-687-4714

## **CIVIC ENGAGEMENT**

**Job Title:** EHOSTARS Van Driver

**Job Description/Qualifications:** Transport EHOSTARS students to and from site and special projects throughout the area. Must be FSU van certified and have a clean driving record.

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

**Number of students:** Varies

**Person to contact concerning position:** Misty Schurg

**Office locations:** LUC 234

**Phone:** 301-687-4210

## **COLLEGE OF BUSINESS**

**Job Title:** Lab Assistant

**Job Description/Qualifications:** Monitor the COB Computer Lab, FR 208. Ensure students sign in and sign out. Sanitize keyboards and surface spaces on a regular basis, report problems with equipment, and record issues in the log. Keep printer paper stocked. Other duties as assigned.

**Hours to be worked per week:** 8-15

**Number of students:** 5

**Person to contact concerning position:** Tamera Shockey

**Office locations:** Framptom 319

**Phone:** 301-687-4008

## **COMMUNICATIONS**

**Job Title:** Equipment Room Monitor

**Job Description/Qualifications:** Check in/out equipment to Mass Communication majors. Must be detail oriented and punctual. Must be eligible for federal work-study.

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

**Number of students:** 3-4

**Person to contact concerning position:** Connie Capacchione

**Office locations:** CCIT 348

**Phone:** 301-687-3049

**Job Title:** Assistant Program Director

**Job Description/Qualifications:** Assist in the creation of the program schedule for FSU-TV3. Assist in researching and developing new programming for FSU-TV3. **Requirements for position:** Be reliable and organized. Willingness to learn the scheduling management software. Must know Microsoft Office. Good communication and time management skills a must.

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

**Number of students:** 2

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

**Office locations:** CCIT 348K

**Phone:** 301-687-3011

**Job Title:** Graphic Designer

**Job Description/Qualifications:** 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 for the message board. Create posters, fliers and other promotional materials as needed. Assist with the maintenance and design aspect of the FSU-TV3 website. **Requirements for position:** Working knowledge of Adobe Products and Mac computers. Time management and good communication skills are a must. Web designing experience a plus.

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

**Number of students:** 2

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

**Office locations:** CCIT 348K

**Phone:** 301-687-3011

**Job Title:** Lab Monitors

**Job Description/Qualifications:** Assist students in the Department of Communication Post-Production Facility (Editing Lab). Make sure the lab equipment is not being mistreated. Help keep the facility open and follow facilities rules. Assist with keeping the TV Studio open for students to have extra time working with the various equipment in the facility. **Requirements for position:** Have had MCOM 287 or equivalent. Working knowledge of Adobe Creative Cloud. Be willing to learn various equipment in the production and post-production facilities. Be reliable and organized. Good communication skills a must.

**Hours to be worked per week:** 3-4

**Number of students:** 1-2

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

**Office locations:** CCIT 348K

**Phone:** 301-687-3011

**Job Title:** Public Relations Specialist

**Job Description/Qualifications:** Assist with the distribution of programming information, channel activities to various outlets including Social Media sites, the channel website, and local publications. Student will also assist with creation and distribution of fliers, pamphlets, and other promotional materials as needed for the channel. **Requirements for position:** Working knowledge of Microsoft products, familiarity with Adobe products a plus and social media sites a plus. Training will be provided on programs not familiar with for other activities at various events.

**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

**Job Title:** Producer and Video Editor

**Job Description/Qualifications:** Assist with planning and execution of productions. Assist with editing of events filmed. Assist with creating graphical openings for the previously mentioned events with Premier or AfterEffects. Assist with Closed Captioning for all programming produced to air on the channel and website. Make sure that no content violates copyright laws and any other FCC regulations.

**Requirements for position:** Have had minimum MCOM 205 or comparable class from another institution. Other production skills are a plus. Knowledge of Adobe Premier or DaVinci. Knowledge of

AfterEffects a plus. A willingness to learn other programs. Good time management and communication skills a must.

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

**Number of students:** 3

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

**Office locations:** CCIT 348K

**Phone:** 301-687-3011

**Job Title:** Videographer/Photographer

**Job Description/Qualifications:** Film various events at Frostburg State University and photograph events/studio productions for website and social media content. Make sure proper releases are filled out for events. May assist with transcribing or event for filmed events. Deliver the programs to the channel manager via mass storage system. **Requirements for position:** Have had minimum MCOM 205 or comparable class from another institution. Other production skills are a plus. Willingness to learn production equipment. Be able to work evenings and weekends. Good time management and communication skills are a must.

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

**Number of students:** 2

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

**Office locations:** CCIT 348K

**Phone:** 301-687-3011

## **COMPUTER SCIENCE & INFORMATIONAL TECHNOLOGIES**

**Job Title:** Student Worker

**Job Description/Qualifications:** Assist administrative assistant with duties (file, shred, clean storage room), help with department website, help with possible department projects.

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

**Number of students:** 1

**Person to contact concerning position:** Dr. Michael Flinn

**Office locations:** CCIT 274D

**Phone:** 301-687-4835

## **CULTURAL EVENTS SERIES**

**Job Title:** Customer Service

**Job Description/Qualifications:** Work in the University Box Office and serve as Front of House staff on performance days

**Hours to be worked per week:** 6-12

**Number of students:** 1

**Person to contact concerning position:** Donna Briner

**Office locations:** Lane Center 203

**Phone:** 301-687-3137

**Job Title:** Hospitality and Artist Services

**Job Description/Qualifications:** Ensure that visiting artists are taken care of while visiting Frostburg State University

**Hours to be worked per performance:** 5-8

**Number of students:** 2

**Person to contact concerning position:** Joel Hoover

**Office locations:** Lane Center 204

**Phone:** 301-687-3044

## **EDUCATIONAL PROFESSIONS**

**Job Title:** Clerk

**Job Description/Qualifications:** General Knowledge of filing, keeping records, etc. Will be helping with general office duties and keeping time sheet records of adjuncts and faculty.

**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

**Job Title:** College of Education Office Assistant

**Job Description/Qualifications:** Provide clerical assistance for the Office of the Dean. Qualifications include experience with the Office suite; effective oral and written communication skills; previous experience in an office setting would be helpful.

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

**Number of students:** 2

**Person to contact concerning position:** Dixie Heavener

**Office locations:** Framptom 203-3

**Phone:** 301-687-4950

## **FINE ARTS**

**Job Title:** Gallery Assistant

**Job Description/Qualifications:** Sitting at the desk inside the gallery and answering any questions guests may have. Helping with installing and taking down shows.

**Hours to be worked per week:** 2-5

**Number of students:** 5

**Person to contact concerning position:** Ash Lester

**Office locations:** Fine Arts 106B

**Phone:** 301-687-4351

**Email:** allester@frostburg.edu

## **KINESIOLOGY & RECREATION**

**Job Title:** Student Assistant

**Job Description/Qualifications:** Assist the Department of Kinesiology & Recreation with office tasks and administrative duties.

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

**Number of students:** 1

**Person to contact concerning position:** Natalia Buta

**Office locations:** Cordts PE Center



**Phone:** 301-687-4458

## **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:** 5

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

**Office locations:** 214 Lane University Center

**Email:** raflanagan@frostburg.edu

**Job Title:** Fitness Center Employee

**Job Description/Qualifications:** The selected individuals will be responsible for opening and/or closing the facility, maintaining facility cleanliness, and monitoring behavior of patrons. Individuals will maintain an activity log recording usage of the facility and status of fitness equipment. Employees also work evenings/weekends for special events in the facility such as Student Organization Events/Conferences and other large events for ID check, coat check, wrist banding, as well as setting up meeting rooms and spaces.

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

**Number of students:** 15

**Person to contact concerning position:** Colin Downey

**Office locations:** 212 Lane University Center

**Email:** tcdowney@frostburg.edu

## **LIBRARY**

**Job Title:** Library Services Assistant

**Job Description/Qualifications:** The Library is looking for reliable, customer service-minded, detail-oriented students available to work a variety of shifts at a busy central service desk. Library Services Assistants are often the first point-of-contact for visitors to the Library. Applicants should be ready to provide assistance in a friendly and welcoming manner. Job duties include checking in and out library

materials, resolving issues with printers and computers, answering questions about Library resources and services, and project work as needed. Applicants should be interested in and willing to learn new technologies to complete job duties. Previous customer service experience is preferred but not necessary. Training will be provided upon employment.

**Hours to be worked per week:** 5-6

**Number of students:** Any

**Person to contact concerning position:** Amanda Bena

**Office locations:** Library Main Desk

**Phone:** 301-687-7012

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

## **MULTIMEDIA LEARNING CENTER**

**Job Title:** Audio Engineer

**Job Description/Qualifications:** Find music, create playlists, and mix content for shows and events. Applicant is encouraged to pitch ideas for projects that suit their interests. All student workers have access to the MLC student worker area with white board, iMacs, refrigerator, microwave, and coffee machine.

**Qualifications:** A broad working knowledge of new and popular music. The ability to match music to the setting for which it is being played. Preference to being available 5:30-7:00 p.m. the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of September, October, and November; and 3:30-5:00 and 6:30-8:00 the 2<sup>nd</sup> Saturday of September, October, and November.

**Hours to be worked per week:** 3-8, flexible to your schedule

**Number of students:** 1

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

**Office locations:** Gira 186

**Phone:** 301-687-4339

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

**Job Title:** Data Manager

**Job Description/Qualifications:** Create a database of newly released astronomical surveys for future research at FSU. These include data from state-of-the-art instruments such as the Hubble Space Telescope, the Atacama Large Millimeter Array, and the Very Large Telescope. This position may lead to co-authorship in a publication, and may be useful for senior research project. All student workers have

access to the MLC student worker area with white board, iMacs, refrigerator, microwave, and coffee machine.

**Qualifications:** Must be comfortable with moving and editing files. Is willing to learn new computer skills as needed. Preference to those with any experience with MATLAB, python, or similar software.

**Hours to be worked per week:** 3-8, flexible to your schedule

**Number of students:** 1

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

**Office locations:** Gira 189

**Phone:** 301-687-4339

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

**Job Title:** Engineering Technician

**Job Description/Qualifications:** Help diagnose, troubleshoot, and solve problems concerning the maintenance of the equipment at the MLC. Projects include those for enhancing outreach. Applicant is encouraged to pitch ideas for projects that suit their interests. All student workers have access to the MLC student worker area with white board, iMacs, refrigerator, microwave, and coffee machine.

**Qualifications:** Experience with electronics, soldering, and circuits. Preference to previous experience at the MLC.

**Hours to be worked per week:** 3-8, flexible to your schedule

**Number of students:** 1

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

**Office locations:** Gira 189

**Phone:** 301-687-4339

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

**Job Title:** Observatory Operator

**Job Description/Qualifications:** Operate and maintain the campus observatory. Obtain and process images of astronomical objects and events. Depending on how much the weather allows for using the observatory, may find other ways to help with outreach. Applicant is encouraged to pitch ideas for projects that suit their interests. Small numbers of friends are welcome to help or hang out at the observatory. All student workers have access to the MLC student worker area with white board, iMacs, refrigerator, microwave, and coffee machine.

**Hours to be worked per week:** 3-8, flexible to your schedule

**Number of students:** 2

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

**Office locations:** Gira CCIT 189

**Phone:** 301-687-4339

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

**Job Title:** Producer

**Job Description/Qualifications:** Develop visual (and possibly audio) content for presentations using the full dome theater and for other events, help with organizing and facilitating outreach. Applicant is encouraged to pitch ideas for projects that suit their interests. All student workers have access to the MLC student worker area with white board, iMacs, refrigerator, microwave, and coffee machine.

**Qualifications:** Is willing to learn new computer skills as needed.

**Hours to be worked per week:** 3-8, flexible to your schedule

**Number of students:** 1

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

**Office locations:** Gira CCIT 189

**Phone:** 301-687-4339

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

**Job Title:** Telescope Operator

**Job Description/Qualifications:** Operate telescopes for planetarium shows and other outreach events. Assist with hosting shows and events when not using telescope. May also help with operating the observatory. Applicant is encouraged to pitch ideas for projects that suit their interests. All student workers have access to the MLC student worker area with white board, iMacs, refrigerator, microwave, and coffee machine.

**Qualifications:** Is willing to learn how to use and operate telescopes. Must be available 5:30-8:00 p.m. the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of September, October, and November; and 3:30-5:30 p.m. and 6:30-8:30 p.m. the 2<sup>nd</sup> Saturday of September, October, and November.

**Hours to be worked per week:** 3-8, flexible to your schedule

**Number of students:** 2

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

**Office locations:** Gira CCIT 189

**Phone:** 301-687-4339

**Email:** jcspeights@frostburg.edu

## **MUSIC**

**Job Title:** Front of House Stage Crew

**Job Description/Qualifications:** RELIABILITY UTMOST IMPORTANT! Previous experience recommended but not required. Duties include working front-of house at Music Dept performances distributing programs, scanning tickets, directing people to their seats, ensuring safety guidelines followed, as well as assisting with setting up the stage, assisting performers and groups on and off stage, and other such duties as required at live performances

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

**Number of students:** 2-3

**Person to contact concerning position:** Dr. Mackenzie LaMont

**Office locations:** PAC 104

**Phone:** 301-687-7453

**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

**Job Title:** Music Office Assistant

**Job Description/Qualifications:** I am looking for an assistant that is organized and detail oriented, and able to learn the functions of the office (copying, filing, errands) and then be able to complete tasks without direct supervision.

**Hours to be worked per week:** 6-7

**Number of students:** 1

**Person to contact concerning position:** Theresa Skidmore

**Office locations:** PAC 202

**Phone:** 301-687-4109

## **NURSING**

**Job Title:** Office Assistant

**Job Description/Qualifications:** General office duties such as filing, shredding, mailing, and other duties delegated per faculty.

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

**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)

## **RESIDENCE LIFE**

**Job Title:** Student Mailroom Assistant

**Job Description/Qualifications:** Answer phones, enter packages into the system, hand out mail at mailroom window, sort mail, assist mailroom clerk in other duties as needed

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

**Number of students:** 4-6

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

**Office locations:** Pullen Hall

**Phone:** 301-687-4722

**Job Title:** Student Office Assistant

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

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

**Number of students:** 2-4

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

**Office locations:** Pullen Hall

**Phone:** 301-687-4722

## **STUDENT & COMMUNITY INVOLVEMENT**

**Job Title:** Event Photographer

**Job Description/Qualifications:** Student and Community Involvement is looking for responsible undergraduate students with an eye for excellent composition. Ability to capture photographs which convey the essence of events, download photos, rename/sort/tag/rate photos in a timely manner, upload photos to servers and online platforms. Applicants must be able to communicate effectively, multi-task, meet short deadlines, be proficient in Mac OS X, Adobe Creative Suite - Photoshop, Lightroom and Acrobat, and Flickr. Additional skills include image retouching, photo manipulation, and color correction. Must have evening and weekend availability. Required to submit portfolio of work. Camera, computer access, some training provided.

**Hours to be worked per week:** 4

**Number of students:** 2

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

**Office locations:** LUC 228

**Phone:** 301-687-7597

**Job Title:** Online Newsletter Editor

**Job Description/Qualifications:** Student and Community Involvement is looking for responsible undergraduate student with excellent writing and grammar skills to edit copy using AP style to market events to the campus community. The editor will plan, gather, write, edit, and create a weekly online newsletter in ConstantContact. ConstantContact training will be provided. Search and download copyright free photos from the web and Flickr. Proficiency in Microsoft Office - Word, Outlook is essential. Additional skills include resizing photos in Adobe Photoshop.

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

**Number of students:** 1

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

**Office locations:** LUC 228

**Phone:** 301-687-7597

**Job Title:** Videographer

**Job Description/Qualifications:** Student and Community Involvement is looking for responsible, flexible, creative undergraduate student videographer who has completed MCOM 487 or equivalent course. The applicant will have an eye for composition along with the ability to plan, gather, video and produce videos. Ability to work under tight deadlines with a team is a must. Applicant must be proficient in Adobe Premiere and AfterEffects. Additional skills include Adobe Illustrator and Photoshop. Video camera and computer access provided.

**Hours to be worked per week:** 4

**Number of students:** 1

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

**Office locations:** LUC 228

**Phone:** 301-687-7597

## **THEATRE & DANCE**

**Job Title:** Costume Shop Assistant

**Job Description/Qualifications:** Assist in organization and inventory of costume shop office and construction materials. Assist in labeling and processing stock. Assists with maintaining organization of costume shop. Must have excellent organizational and time management skills; no experience needed.

**Hours to be worked per week:** 10-15

**Number of students:** 1

**Person to contact concerning position:** Danielle Preston

**Office locations:** PAC 309

**Phone:** 301-687-4393

**Job Title:** Costume Storage Assistant

**Job Description/Qualifications:** Assist in construction and assembling of costumes for FSU Theater and Dance productions. Manages time effectively on each sewing project. Assist in cleaning the workroom and machines. Must have excellent organizational and time management skills; Basic sewing experience preferred.

**Hours to be worked per week:** 10-15



**Number of students:** 1

**Person to contact concerning position:** Danielle Preston

**Office locations:** PAC 309

**Phone:** 301-687-4393

**Job Title:** Costume Storage Assistant

**Job Description/Qualifications:** Assist in organization and restock of costume pieces from productions and donations; Assist in labeling and processing stock, maintenance of shoe collection and hat stock. Must have excellent organizational and time management skills; no experience needed.

**Hours to be worked per week:** 10-15

**Number of students:** 2

**Person to contact concerning position:** Danielle Preston

**Office locations:** PAC 309

**Phone:** 301-687-4393

**Job Title:** Department Assistant/Publicity Assistant

**Job Description/Qualifications:** Assistant to the Department of Theatre and Dance to help with publicity/promotion and department initiatives, including: creating promotional social media posts; distributing/hanging promotional material for department productions on campus (off campus also, if possible); organize and archive posters from past department productions; continue work on an existing recruitment database; assist with preparations for department theatre festival. Must be able to work independently; possess strong organizational, writing, and communication skills; ability to carry materials to campus buildings (less than 10 pounds); experience with MS Excel.

**Hours to be worked per week:** 10-15

**Number of students:** 1

**Person to contact concerning position:** Erica Breighner

**Office locations:** PAC 302

**Phone:** 301-687-4145

## **TUTORING CENTER**

**Job Title:** Student Aide

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

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

**Number of students:** 13

**Person to contact concerning position:** Mark Smith

**Office locations:** Pullen Hall 139 and 151

**Phone:** 301-687-4066

## **UNIVERSITY POLICE**

**Job Title:** Ticket Writer

**Job Description/Qualifications:** Must be a FSU student; be willing to work outdoors; issue parking citations on campus.

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

**Number of students:** 2

**Person to contact concerning position:** Cpl. McKenzie

**Office locations:** FSU Police Department

**Phone:** 301-687-4223