

STATE 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

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

Number of students: 2

Person to contact concerning position: Victoria Gearhart

Office locations: Pullen Hall 108

Phone: 301-687-4714

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

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: 1

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

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