

# Federal Work Study 2016-2017 Job Postings!

## See a position you like?? Apply today!!

1. Obtain an **application from the Financial Aid Office (Kee 143)** → 2 forms of ID are required when turn in.
2. **Find new open positions** posted outside Career Development Services (Kee 102).
3. **Contact the supervisor/department to apply for a position.**

Questions? → Caitlin Rethorst, Career Counselor, [crethorst@ncstatecollege.edu](mailto:crethorst@ncstatecollege.edu)

### Department: Career Development Services

**Job Title:** Career Development Assistant

**Supervisor(s):** Caitlin Rethorst, Career Counselor, 419-755-4786, [crethorst@ncstatecollege.edu](mailto:crethorst@ncstatecollege.edu)

**Location:** 102 Kee Hall, Main Campus

#### Job Description:

Monitor and update online tools and job board, approving, editing, and writing registrations/job postings as necessary. Enter student, alumni, and employer information into various databases and tracking systems for career records. Create/disseminate surveys for students, employers, and alumni through the office. Work on and staff special projects within the office, for example developing career/internship events/workshops. Maintain and conceptualize career development bulletin board(s) in various buildings. Table and outreach to students regarding career development opportunities on campus. Research career development tools and models, and utilize social media to market office to employers, students, and alumni

#### Related experience/Qualifications:

Detail oriented, punctual, reliable, experience with and knowledge of Microsoft Office, capable of dealing with confidential records

**Deadline:** Until filled

**Job Length/Hours:** Part-Time, 3-5 hrs/wk, M-F hours, day hours, *flexible with student schedule*

### Department: Student Engagement

**Job Title:** Floor Assistant

**Supervisor(s):** Tammy Smith, Programs Supervisor, 419-755-4312, [smith.173@osu.edu](mailto:smith.173@osu.edu)

**Location:** 2<sup>nd</sup> floor, Eisenhower, Student Union, Main Campus

#### Job Description:

Filing, typing, inputting information into computer, duplicating, answering phones, taking ticket request information, monitoring of Student Union and game room, inventorying game room equipment, basic accounting, maintaining bulletin boards including posting of new information and removal of old information, posting of outdoor event boards, assisting in the promotion of events including designing posters, etc. and posting of same, enforcing University policies and procedures, assist with Office of Student Engagement programs and events, including events sponsored by the Campus Activities Board. Training provided.

#### Related experience/Qualifications:

Must be able to work in a group setting and enjoy participating in Campus Life, must be able to work independently and without direct supervision when needed. May be asked to work evening or weekend hours.

**Deadline:** ASAP! 8/22/16

**Job Length/Hours:** Part-Time, 8-12 hrs/wk, Arranged days/times

### Department: Foundation

**Job Title:** Office Assistant

**Supervisor(s):** Mary Rodriguez, Leadership Giving & Alumni Officer, 419-755-4767, [mrodriguez@ncstatecollege.edu](mailto:mrodriguez@ncstatecollege.edu)

**Location:** Kee Hall 122, Main Campus

#### Job Description:

This position will assist the Executive Director and the Leadership Giving & Alumni Engagement Officer. Duties are typing, answering phones, scheduling appointments, greeting visitors/donors, filing, database assistance, assisting with mailings as well as with special events. Equipment used is a printer/copier and PC. Some minor lifting required. Reports to the Leadership Giving & Alumni Engagement Officer.

#### Related experience/Qualifications:

Telephone etiquette and computer software experience in Excel, Word, and PowerPoint are important. A friendly demeanor is appropriate for this type of office setting especially when interacting with our donor base.

**Deadline:** Until filled

**Job Length/Hours:** Part-Time, 8 hrs/wk, M-F, day hours, flexible with student schedule

**Department: Bromfield Library & Information Commons****Job Title:** Library Assistant**Supervisor(s):** Laura Applegate, Library Media Assistant, 419-755-4331, [applegate.87@osu.edu](mailto:applegate.87@osu.edu)**Location:** BLIC, Main Campus**Job Description:**

Student assistants help the BLIC provide quality library service to the students, faculty and staff of NCSC and the OSU-M. Sometimes this service is through direct patron interaction at the front desk, and sometimes it is through behind-the-scenes work in the stacks. Below are some of the common duties performed by student workers at our library:

- ✓ Charge/discharge library materials for library patrons using circulation system (Sierra).
- ✓ Process/sort daily deliveries from OSU and OhioLINK/SearchOhio locations for return to BLIC or patron hold requests.
- ✓ Answer patron questions in person and by phone; assist patrons with online library catalog and other library equipment.
- ✓ Maintain collection: Sort, shelve, and shift books in call number order; assist with search project.
- ✓ Record statistics and questions including gate counts, reference questions, shelf-reading logs
- ✓ Search for books in collection and process requests from OSU and OhioLINK patrons.
- ✓ Circulate Closed Reserve materials to OSU faculty, staff and students.

**Related experience/Qualifications:**

Customer service experience desired; able to exercise some independent decision-making; requires good verbal and written communication. Must be dependable, have basic computer skills, and enjoy working with people.

**Deadline:** 8/22/16**Job Length/Hours:** Part-Time, 9 hours/week, M-F 8AM-6PM, some Sats; flexible, some evenings (til 8/8:30PM)**Department: Health Sciences****Job Title:** Computer Lab/Program Lab Assistant (Weekend Work Study)**Supervisor(s):** Betty Hager, Health Sciences Sr. Administrative Asst. , 419-755-4805, [bhager@ncstatecollege.edu](mailto:bhager@ncstatecollege.edu)**Location:** Health Sciences, Main Campus**Job Description:**

Assist students when necessary in the computer lab by helping with printer maintenance and assist with software applications. The student in this position would also monitor all healthcare and science labs that are open during set time.

**Related experience/Qualifications:**

**Health Sciences student;** organizational skills; familiarity with computers and printers; dependable

**Deadline:** ASAP**Job Length/Hours:** Part-Time, 8 hours/week, Saturday and Sunday, 12:00PM-4:00PM**Department: Health Sciences****Job Title:** Evening Receptionist**Supervisor(s):** Betty Hager, Health Sciences Sr. Administrative Asst. , 419-755-4805, [bhager@ncstatecollege.edu](mailto:bhager@ncstatecollege.edu)**Location:** Health Sciences, Main Campus**Job Description:**

Filing, duplicating, mail, light word processing on non-confidential material, student interaction, assisting in application process for pre-health students, time-stamping of student papers, assisting dean and assistant dean as necessary, assorted office duties as given by the Sr. AA and OA.

**Related experience/Qualifications:**

**Student must NOT be a Health Sciences major;** basic office skills; appropriate office attire; student will be expected to be on time to work and not call off frequently

**Deadline:** ASAP**Job Length/Hours:** Part-Time, 12 hours/week, M-Th, 4:00PM-7:00PM**Department: Physics****Job Title:** Physics Work Study**Supervisor(s):** Gary Wood, Physics Faculty, 419-755-4861, [gwood@ncstatecollege.edu](mailto:gwood@ncstatecollege.edu)**Location:** Room 10, Kehoe Campus, Shelby**Job Description:**

Help organize the physics storeroom, maintain equipment, and setup of labs & demonstrations.

**Related experience/Qualifications:**

Some hands-on experience with basic mechanical and electrical equipment. Completion of a physics course preferred.

**Deadline:** 9/9/16**Job Length/Hours:** Part-Time, flexible hrs based around student schedule and physics courses, day/evening M-F

**Department: The Urban Center****Job Title:** Work Study Office Assistant**Supervisor(s):** Rhonda Breit, 419-755-9021, [rbreit@ncstatecollege.edu](mailto:rbreit@ncstatecollege.edu)**Location:** Urban Center, 134 N. Main St, Downtown Mansfield**Job Description:**

Assist with front desk support by greeting and meeting the needs of visitors to the Urban Center. Assist and interact with faculty and staff as needed. Answer the telephone and provide information to callers or route calls appropriately. Place outgoing calls for call campaigns as needed. Perform basic admin functions including data entry, filing, copying and other duties as assigned.

**Related experience/Qualifications:**

Good communication skills, professional appearance, dependable and ability to work independently are strongly recommended qualifications needed for this position. Knowledge of Microsoft Office programs (Word, Excel, Outlook) preferred.

**Job Length/Hours:** Part-Time, 6-10 hours/week, M, T, Th – day hours**Department: The Urban Center****Job Title:** Work Study - Custodial**Supervisor(s):** Rhonda Breit, 419-755-9021, [rbreit@ncstatecollege.edu](mailto:rbreit@ncstatecollege.edu)**Location:** Urban Center, 134 N. Main St, Downtown Mansfield**Job Description:**

Assist with upkeep and maintenance of the Urban Center. Resolve simple cleaning and maintenance related issues throughout the day during hours requested to work. Tend to additional cleaning and maintenance related issues relayed by full-time custodial position. Assist with set-up, break-down and clean up necessary before and after events. Perform other functions as requested.

**Related experience/Qualifications:**

Good interpersonal skills, neat appearance, dependable and ability to work independently are strongly recommended qualifications needed for this position. Position will require light lifting and moderate physical activity.

**Job Length/Hours:** Part-Time, 6-10 hours/week, M, T, Th – day hours**Department: Child Development Center****Job Title:** Student Assistant**Supervisor(s):** Melanie Reynolds, Child and Family Coordinator, 419-755-5600, [mreynolds@ncstatecollege.edu](mailto:mreynolds@ncstatecollege.edu)**Location:** Child Development Center, Main Campus**Job Description:**

To work with Teachers and Assistant Teachers in planning, organizing, and implementing a developmentally appropriate program designed to promote social, emotional, physical, and intellectual growth for young children 6 weeks through 6 years old.

**Related experience/Qualifications:**

Qualified applicants are dependable, reliable, nurturing, playful, hard-working, and punctual.

Pre-employment requirements include: completion of a medical statement, submission of references, and completion of a background check. These requirements are discussed during the interview process.

**Job Length/Hours:** PT, 7-15 hrs/wk, M-F 6:45AM-5:30PM, flexible**Department: Rentals & Reservations****Job Title:** Office Assistant**Supervisor(s):** Leah Wachtel, Coordinator, Ralph Phillips Conference Center/Events, 419-755-4542, [lwachtel@ncstatecollege.edu](mailto:lwachtel@ncstatecollege.edu)**Location:** Room 100, Kehoe Campus, Shelby**Job Description:**

Job duties change daily according to need. May include but are not limited to: Developing marketing materials, overseeing social media, filing, answering telephones, interacting directly with clients, building customer databases in excel, setting up event areas and arranging tables and chairs, organizing and taking photographs

**Related experience/Qualifications:**

Must be self-motivated, must be able to lift 50 lbs., must be able to multi-task and produce quality work productively independently. Experience with design software would be a definite advantage but not a necessity.

**Deadline:** ASAP**Job Length/Hours:** Part-Time, 20 hours, flexible around student schedule and events schedule

**Department: Information Technology****Job Title:** Kehoe Lab Technician Assistant**Supervisor(s):** Vickie Kissel, 419-755-4734, [vkissel@ncstatecollege.edu](mailto:vkissel@ncstatecollege.edu)**Location:** Kehoe Center, Shelby**Job Description:**

Assistant Kehoe primary technician with lab equipment setup and maintenance. Including cabling installation troubleshooting and maintenance, software installation and maintenance as well as inventory aesthetic appearance of labs and related equipment.

**Related experience/Qualifications:**

Prefer candidate enrolled or enrolling in the ITEC or Engineering programs. Additional training maybe provided as needed.

**Job Length/Hours:** Part-Time, 20 hrs/wk, M-F, 8AM-5PM flexible**Department: Information Technology****Job Title:** Fallerius Lab Technician/IT Service Desk Assistant**Supervisor(s):** Vickie Kissel, 419-755-4734, [vkissel@ncstatecollege.edu](mailto:vkissel@ncstatecollege.edu)**Location:** Fallerius 145, Main Campus, Mansfield**Job Description:**

Assistant technician with lab equipment setup and maintenance. Including cabling installation troubleshooting and maintenance, software installation and maintenance as well as inventory aesthetic appearance of labs and related equipment. Service desk, as needed.

**Related experience/Qualifications:**

Prefer candidate enrolled or enrolling in the ITEC or Engineering programs. Additional training maybe provided as needed.

**Job Length/Hours:** Part-Time, 20 hrs/wk, M-F, 8AM-5PM flexible**Department: Student Records Office****Job Title:** Student Records Office Student Assistant**Supervisor(s):** Mark Monnes, Registrar, 419-755-4824, [mmonnes@ncstatecollege.edu](mailto:mmonnes@ncstatecollege.edu)**Location:** 142 Kee Hall, Main Campus**Job Description:**

Sort, alphabetize, and file documents in student files. Sort and file registration and drop/add forms. Answer telephone and assist students with general student records office questions.

**Related experience/Qualifications:**

Previous office experience preferred. Attention to detail is very important. Must be dependable and capable of dealing with issues of confidentiality.

**Job Length/Hours:** Part-Time, 10-15 hours/week, flexible, day hours, start date: 8/22/15**Department: Liberal Arts Division****Job Title:** Student Assistant**Supervisor(s):** Kimberly Lybarger, 419-755-4876, [klybarga@ncstatecollege.edu](mailto:klybarga@ncstatecollege.edu)**Location:** 141 Fallerius, Main Campus, Mansfield**Job Description:**

Provide office/computer lab coverage as needed; answering phones, transcribing messages, maintain textbook inventory, maintain supply inventory, mail distribution, assisting faculty/students as needed, typing, filing and other office projects as assigned.

**Related experience/Qualifications:**

Microsoft Word, Microsoft Excel, excellent interpersonal skills, ability to work with little or no supervision in an office atmosphere, ability to prioritize, dependable and professional appearance are very important skills

**Job Length/Hours:** Part-Time, 10 hours/week, M-F, day hours, flexible schedule!