

Position Type:	Office Assistant	Job ID:	JOB-5399
Hours:	Up to 20hrs./week	Department ID:	HRT
Term:	Spring	Location:	HR Department
Career Category:	StWorker	List Date:	02/07/06

Qualifications

Must be able to sit and stand for long periods of time. Able to work in a fast-paced environment. Maintain confidentiality and be dependable is a must.

Job Description:

Filing skills, knowledge of MS Office Suite, answer multi-line phones, take messages, excellent customer service skills, cover front desk, and open/sort mail, scanning, and other duties as assigned.

Position Type:	John Deere Lab Assistant	Job ID:	JOB-5674
Hours:	20/hrs. wk.	Department ID:	DEERET
Term:	Spring	Location:	TT
Career Category:	StWorker	List Date:	01/24/06

Qualifications

Lift up to 30 pounds, stand, kneel, sit for long periods of time. Must be able to climb a ladder.

Job Description:

Clean mop labs, help maintain equipment in John Deere Lab and Transportation building, & other jobs as assigned by the supervisor.

Position Type:	Child Care StWorker	Job ID:	JOB-6278
Hours:	20hrs./week	Department ID:	CCT
Term:	Spring	Location:	Child Care Center
Career Category:	StWorker	List Date:	12/12/05

Qualifications

Must be able to actively be involved with young children, sitting, and light lifting. Will only consider Early Childhood Majors. Time frame for hours: 11:30am-3:30pm, 12:00pm- 4:00pm, 12:30pm-4:30pm, 2:00pm- 6:00pm.

Job Description:

Service as an aid to teachers in an infant, toddler or preschool classroom. Candidate will assist with daily cleaning of room, assist with implementation of lesson plans, record keeping and care for children.

Position Type:	Graphic Artist	Job ID:	JOB-6297
Hours:		Department ID:	FRARTT (2)
Term:	Spring	Location:	Center for Perf. Arts
Career Category:	StWorker	List Date:	12/14/05

Qualifications

Must be familiar with the MAC and Macintosh programs, have the ability to meet deadlines on projects, and time management is a must.

Job Description:

Assist in design an execution of ads, promo materials, fliers and tickets as related to presentation and season performances at CFPA.

Position Type:	Technical Theater	Job ID:	JOB-6399
Hours:	up to 20hrs./week	Department ID:	
Term:	Spring	Location:	CFPA
Career Category:	StWorker	List Date:	01/26/06

Qualifications

Some lifting required as is use of power tools for which training is provided.

Job Description:

Assist the CFPA Technical Director with task related to CFPA productions. Set construction, lighting and sound, cleanup of theater and related backstage areas, movement and storage of theatrical equipment, tools, and props.

Position Type:	CAM Lab	Job ID:	JOB-6451
Hours:	Up to 20hrs./week	Department ID:	CAMT *
Term:	Spring	Location:	IET 165, 164
Career Category:	StWorker	List Date:	02/06/06

Qualifications

Help in Machining Lab and Master Chemical Lab

Job Description:

Lift and cut material, mix coolants, run programs on CNC machines, oil and grease machines.

Position Type:	Student Worker	Job ID:	JOB-6477
Hours:		Department ID:	AUXT-
Term:	Spring	Location:	Auxiliary Services-
Career Category:	StWorker	List Date:	02/08/06

Qualifications

Must be able to operate a computer. Ability to use a calculator. Handling department mail. Flexible in covering other areas such as the Bookstore or Copy Center if needed.

Job Description:

Customer Service, Answering Telephone, Typing, Filing, Copying, Data Entry, and other general office duties.

Position Type:	Office Assistant	Job ID:	JOB-6670
Hours:	Up to 20 hrs./week	Department ID:	ENROLF *
Term:	Spring	Location:	Findlay Campus
Career Category:	StWorker	List Date:	03/07/06

Qualifications

Telephone/receptionist skills necessary. Computer knowledge in Microsoft Word, Excel, and PowerPoint. Filing experience.

Job Description:

Maintain the information desk and greet general public, students, faculty, and staff. Help students navigate through their Ozone accounts. Assist in the day to day operations of the reception area. Answer questions of a general nature about programs.

Position Type:	Customer Service	Job ID:	JOB-6704
Hours:	10 hours/week	Department ID:	Teacher Education De
Term:	Summer	Location:	AVCC 130
Career Category:	StWorker	List Date:	03/17/06

Qualifications

Must be able to operate a computer.

Job Description:

Answering telephones, greeting visitors, answering questions and providing information, typing, filing, copying, shredding documents, handling mail, running errands, data entry, some light lifting, other general office duties.

Position Type:	Design Tech. Lab Assistant	Job ID:	JOB-6765
Hours:	Up to 20 hrs./week	Department ID:	CIVILT- 1
Term:	Spring	Location:	IET
Career Category:	StWorker	List Date:	03/21/06

Qualifications

Minor cleaning. Must be able to stand/kneel/sit for long periods of time.

Job Description:

Clean labs, help maintain the equipment in the lab, Log students in and out of the lab, and distribute and collect lab materials.

Position Type:	PR & Marketing Office Asst.	Job ID:	JOB-6785
Hours:	20hrs./week	Department ID:	
Term:	Spring	Location:	College Hall Rm. 138
Career Category:	StWorker	List Date:	03/23/06

Qualifications

Job Description:

Answer telephones, type, cut and laminate signs, fax, assist with special events, file newspaper adds, stuff and mail envelopes, pick up mail and distribute twice daily, pick up or drop off items off and on campus.

Position Type:	Switchboard Operator	Job ID:	JOB-6866
Hours:	20hrs/wk	Department ID:	COMET--
Term:	Spring	Location:	Alumni Hall
Career Category:	StWorker	List Date:	04/05/06

Qualifications

Must be reliable and dependable

Job Description:

Answering calls and connecting them to the right department or person, answering general questions and giving directions.