

For more information on these jobs, stop in Career Services, Newton Hall, Room 224.

Available Work Study Positions

Students MUST qualify for these positions through Financial Aid.

9/30/2008

WS#: 6 **Date of Request:** 8/13/08

Requirements: Clerical Skills required for the position: able to take accurate messages from walk-ins and telephone, computer literacy, customer service skills, typing & filing. Occasional lifting and Confidentiality a must and take FERPA training.

Notes _Comments

Must be dependable and willing to have a set schedule around college courses. Please prepare a resume and drop off at Career Services

Contact Person: Jolene Howerton

Department Needed: Student Services

Date Needed: FILLED

To Apply E-mail Office of:

WS#: 7 **Date of Request:** 8/13/08

Requirements: Must be dependable and willing to work on a schedule; position is flexible around class, also he/she understands they must be able to lift up to 50 pounds. This will be approximately 15 hours per week position.

Notes _Comments

Contact Person: Cyndi Adamson

Department Needed: Webb City Campus

Date Needed: filled

To Apply E-mail Office of:

WS#: 8 **Date of Request:** 8/25/2008

Requirements: Position requires lifting, cleaning, dependability, able to work alone, willing to work late afternoon, and early evenings.

Notes _Comments

Contact Person: Mark Kalmbach

Department Needed: Maintenance

Date Needed:

To Apply E-mail Office of:

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Available Work Study Positions

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9/30/2008

WS#: 9 **Date of Request:** 8/27/2008
Requirements: Positions open for custodial work, will work around your hours. Some duties are cleaning hallways, restrooms, windows etc. Please see Christy in the Campus Life Office
Notes _Comments

Contact Person: Christina Smith
Department Needed: Campus Life **Date Needed:** ASAP
To Apply E-mail Office of:

WS#: 10 **Date of Request:** 9/2/2008
Requirements: Will determine on students skills and talents...Please provide a resume and drop it off to the Career Services office Newton Hall Room 224
Notes _Comments

Contact Person: Jolene Howerton in Career Services
Department Needed: Information Technology **Date Needed:**
To Apply E-mail Office of:

WS#: 5 **Date of Request:** 8/11/2008
Requirements:
Notes _Comments

Contact Person: Candace Stebbins
Department Needed: Bookstore **Date Needed:** Filled
To Apply E-mail Office of:

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Available Work Study Positions

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9/30/2008

WS#: 1 **Date of Request:** 8/11/2008

Requirements: Student must have keyboarding and computer skills, especially in Word and Excel, and capable of learning specialized library software systems. We are

Notes _Comments seeking mature, responsible, dependable students assistants to be a vital part of our library staff.

We prefer a GPA of 3.0 or higher and are particularly interested in hiring and retaining a freshman student over the course of two years. This position may be required to work evening and/or Sunday hours. (Min of 15hrs)

Contact Person: Mary Largent

Department Needed: Learning Resources Center **Date Needed:** FILLED

To Apply E-mail Office of: mlargent@crowder.edu
