

SCHOLARSHIP JOB OPENINGS FOR 2003-2004

Division: **Advancement**

Supervisor: Peggy Stepanek

Positions: 6

Description: Primarily entering/updating data, also some mass mailings.

Division: **Athletics**

Supervisor: Clark, White, Pumroy

Positions: 8-10

Description: General office, game management.

Division: **Athletics/Football – Video & Equipment**

Supervisor: Erik Kruppe

Positions: 6

Description: (2) Pre-season practice filmers to videotape football practices w/ camcorder, Hi-lite video filmer to videotape football games w/ camcorder, In-season laundry helper to take care of excessive laundry, (2) Locker room helpers to keep football locker room neat and organized.

Division: **Athletics/Media Relations**

Supervisor: Melissa Ware

Positions: 4

Description: Filing, help on statistical crews and working games, computer data input (writing and other responsibilities if qualified).

Division: **Business & Accountancy**

Supervisor: Lana Dowell

Positions: 55

Description: Office assistants: copying, filing, data input; Faculty assistants: grading; Lab monitors; Tutors

Division: **Center for International Education Abroad**

Supervisor: Sharon Austin

Positions: 1

Description: General office tasks. Prefer Study Abroad participant.

Division: **Center for Teaching & Learning**

Supervisor: Vicki Duck x4391

Positions: 2

Description: Conducting web research, compiling bibliographies, customer service, updating web page links, implementing Truman's facilitated student feedback process, taking digital photos of students, faculty & staff at Center events, general office tasks, other assorted duties.

Division: **Communications Disorders**

Supervisor: Dr. John Applegate and Connie

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Positions: 15-20

Description: Communication Disorder Majors preferred. Responsibilities vary from faculty to faculty. Typical duties include clerical work, library research, research assistant to faculty, materials checkout for the Speech and Hearing Clinic and equipment maintenance.

Division: **Education – CDC**

Supervisor: Heather Kelley / Dr. Agnew

Positions: 20

Description: Supervise children – indoor & outdoor, prepare snacks, clean-up duty.

Division: **Education**

Supervisor: Kim Murphy

Positions: 10

Description: Clerical

Division: **Facilities**

Supervisor: Tim Maize and Shuan Klingsmith

Positions: 8

Description: Housekeeping, painting, fix-it-crew and recycling.

Division: **Financial Aid**

Description: Responsibilities include general reception and telephone communication skills, maintaining spreadsheets and data files, data entry, filing, photocopying, mailings, and various other general office duties. Students must be dependable and responsible, have good organizational skills, be detailed oriented, and have good communication skills.

Division: **Fine Arts**

Supervisor: Various Faculty

Positions: 5 -10

Description: Need familiarity with music to help music faculty with office work.

Division: **Graduate Office**

Supervisor: Crista Chappell

Position: 2

Description: Customer service, clerical, errands on campus.

Division: **Human Resources**

Supervisor: Maureen Slaughter

Positions: 1-2

Description: Basic clerical tasks including: filing, answering phones, processing applications, delivering materials to hiring office, mailings, deliveries, and other projects as assigned.

Division: **HPP – HES**

Supervisor: Melody Jennings

Positions: 1

Description: Needs to have HLTH 194 completed – filing, computer entry, typing.

Division: **HPP/HES/Natorium**

Supervisor: Jeffery Arabas

Positions: 12

Description: Lifeguard – oversee all safety aspects of utilizing swimming pool – must be certified; I.D. Checkers – assure that all who utilize facility have proper identification; Secretary – oversee office operations.

Division: **HPP – HES**

Supervisor: Michael Bird

Description: Assist with research – data collection and data reduction, statistical analysis; Perform independent research and group research, data collection, reduction, statistics; Course maintenance – assignment grading, web page development; Lab maintenance – cleaning equipment, organization, developing and testing hardware and software, troubleshooting equipment problems, helping other students with problems; Scoring assessments and evaluations.

Division: **HPP**

Supervisor: J. Mayhew

Positions: 5

Description: Computer data analysis of fitness records; Research on diet and exercise, body image & exercise, strength training and power measurement; Maintenance of lab facility.

Division: **HPP**

Supervisor: Jeremy Houser

Positions: 2

Description: Grading (quizzes, exams, etc.), research (literature searches, assist in data collection), help improve presentations for courses (scan photos, update Powerpoint presentations), help administration of HLTH 194 course, general assistance with day to day laboratory/office tasks.

Division: **HPP**

Supervisor: Cox – Weekly – Houser

Positions: 4-6

Student assistant for 3 instructors: clerical computer, errands, organizational tasks, research in library, cleaning CPR mannequins, internet searches, etc.

Division: **HES**

Supervisor: Lindhorst

Positions: 1

Description: HLTH 194 completed, other majors besides HES acceptable.

Division: **International Student Office**

Supervisor: Melanee Crist

Positions: 10

Description: Office assistants, tutors – all basic subjects.

Division: **Intramurals**

Supervisor: Dan Zimmer

Positions: 1-2

Description: Officiating, scorekeeping, and supervision of sports activities.

Division: **ITS – Computer Labs**

Supervisor: Sue Alexander

Positions: Open

Description: Hardware and software computer support for students using labs. Computer knowledge/experience and customer service skills are required.

Division: **Justice Systems**

Supervisor: Doug Davenport

Positions: 2

Description: Portfolio project.

Division: **Justice Systems**

Supervisor: Martin Jayne

Positions: 1

Description: Research law; preferred upperclassman “law-track” major

Division: **Language & Literature**

Supervisor: Various Faculty

Positions: 20

Description: Office assistant, copying, web page, internet discovery, filing, keyboarding, scanning and proofing.

Division: Library

Supervisor: **Wanda Cagle**

Positions: Open

Description: The library does not have a set number of scholarship positions available, but encourages interested students to complete an application. Applications on file are reviewed by supervisors as openings occur. Special consideration is given to experience and availability, as well as willingness to work a minimum of 10 hours per week. For more information, see the library website at http://library.truman.edu/library_information/studentemployment.htm or inquire at the Library Director’s Office, PML 102.

Division: **Math and Computer Science**

Supervisor: Arletta Nelson & Faculty

Positions: 55

Description: Grading, tutoring, lab supervision, general office assisting, computer support, research assisting and teaching math lab.

Division: **Media Services**

Supervisor: Cinda Mitchell

Positions: 5

Description: (3) Delivery of equipment, videography, tape duplication. (2) Office staff – phones, reception, reservations, errands.

Division: **Military Science**

Supervisor: Doug Reinsch

Positions: 5

Description: Clerical, bulk mailings and maintain bulletin boards.

Division: **Nursing**

Supervisor: Meredith McCannon

Positions: 15

Description: 10 are office assistants for faculty; 5 will work in Barnett computer lab.

Division: **Public Relations**

Supervisor: Heidi Templeton

Positions: 4-5

Description: Answering phone, filing, delivering, reading newspapers, putting together packets.

Division: **Public Safety**

Supervisor: Joyce Burnett

Positions:

Description: Ticket Writers, Admits, Office Workers.

Division: **Recycle Center**

Supervisor: Howard Worcester

Positions: 10

Description: Pick-up and sort all types of recycle material, clean recycle center, work in various buildings on campus collecting and promoting recycling, helping with Missouri Recycle Day and Earth Day activities.

Division: **Residential College Program Central Office**

Supervisor: Carolyn McCarty

Positions: 3-4

Description: General office work – filing, answering phone, delivering mail to residential halls, various office deliveries.

Division: **Residential College Program – Centennial Hall**

Supervisor: Marianna Giovannini

Positions: 9

Description: Reception desk – answering the phone, making appointments for advisors. Must be familiar with Word & Excel.

Division: **Residential College Program – Missouri Hall**

Supervisor: Mark Weidner

Positions: 7-10

Description: Staff reception desk: answering the phone, taking messages, scheduling appointments for academic advisors.

Division: **Residential College Program – Dobson Hall**

Supervisor: Dave Kincaid

Positions: 3-5

Description: Clerical – answering phones, greeting students & parents, filing, etc.

Division: **Residential Living**

Supervisor: Sheila Coonfield

Positions: up to 3

Description: Reception, clerical, designing spreadsheets/documents. Special projects, data entry, phone skills. Must be proficient in MS Office, Excel, Access, and MS Publisher is preferred.

Division: **Residential Living – Residence Halls**

Supervisor: Varies for each residence hall.

Positions: Open

Description: Hall desk workers, night monitors, office workers, etc.

Division: **Science**

Supervisor: Various Faculty

Positions: 120

Description: Assorted positions including: Computer lab workers, Animal care, Greenhouse, Biology stockroom, Teacher Assistants (Various classes), Farm workers, Office/clerical positions.

Division: **Science – University Farm**

Supervisor: Bill Kuntz

Positions: 5+

Description: Clean horse stalls, general maintenance of Farm grounds and buildings, feeding and caring for animals, general farm work and chores.

Division: **Social Science**

Positions: 5

Description: Student assistant, clerical work, research assistant, and graders.

Division: **Student Health**

Supervisor: Brenda Higgins RN, BC, FNP

Positions: 12

Description: Pre-med or HES (6): answer phone, make appointments, file, do bulletin boards; Assist Director (1): assistance and programming, general clerical; Nursing Students (5): must be juniors or seniors

Division: **Teaching & Learning Technology Center/Teaching Technology Center**

Supervisor: Sherry Dare, MC 203

Positions: 10

Description: Assist patrons and work on special projects in the Teaching & Learning Technology Center or the Teacher Technology Center. Knowledge with various video, graphic and audio applications is needed.

Division: **TSU Press**

Supervisor: Nancy Rediger

Positions: 2

Description: Web Maintenance Clerk: update TSUP web site. Must have web design experience. Secretary: data entry for T.S. Eliot prize, other office work. Must be proficient with keyboard.

Division: **Upward Bound**

Supervisor: Lana Brown

Positions: 6

Description: Math, science, or language tutors to travel one to four days per week approximately 2-7pm to area high schools to provide services to Upward Bound students.