

Campus Employment

Students earn minimum wage and can work up to 15 hours per week.

Students must work in order to receive payment. Checks are issued every two weeks and earnings are taxable. See below for a list of student job openings. Most student jobs can be arranged around class schedules.

COLLEGE WORK-STUDY (CWS)

is a federal or state based program offering students an opportunity to earn financial aid through work. CWS is available to undergraduate students who demonstrate financial need. Application is made by completing the FAFSA.

Jobs are listed below:

DEPARTMENT: Fine Arts

CONTACT PERSON: Christina Garza

JOB LOCATION: Fine Arts, Building 19, Room 119

NUMBER OF STUDENTS NEEDED TO WORK: One

JOB TITLE: Art Assistant

JOB DESCRIPTION: Student will assist Art instructors in mixing clay and glazes, recycling clay, loading and unloading kilns, and keeping labs clean and organized. Student will also assist with various office duties such as data entry, inventory, and cataloging digital image files.

JOB QUALIFICATIONS: Ability to lift 30 pounds of material to waist high. Willingness to learn, reliant, and hardworking.

APPROXIMATE NUMBER OF HOURS WEEKLY: 14-15

DEPARTMENT: Athletics

CONTACT PERSON: Jane Rogers

JOB LOCATION: Athletics Office

NUMBER OF STUDENTS NEEDED TO WORK: Two

JOB TITLE: Athletic Department Assistant/ Monitor

JOB DESCRIPTION: Student will fill a variety of roles, including, but not limited to: typing, computer work on various tasks, answering telephones, delivering and picking up mail, filing and assisting office secretary in other general office duties. In addition, student will assist in event management, including the preparation for and administration of athletic events which include late afternoon and evening hours. This may also include operating the scoreboard during baseball, softball, and volleyball games, serving food at women's and men's basketball games, and some clean up. Post flyers, set up equipment as needed, clean equipment on an hourly basis, and make sure to enforce the rules as needed. Must be able to work games.

JOB QUALIFICATIONS: Must have a basic understanding and appreciation of athletics. Should be proficient in the basic use of computers, and other office equipment. Needs to be comfortable working with the public, and display a cooperative spirit in the work environment. Must be honest and dependable.

APPROXIMATE NUMBER OF HOURS WEEKLY: 14-15

DEPARTMENT: College Relations

CONTACT PERSON: Raul Alcala

JOB LOCATION: Visitor's Center, Building 22

NUMBER OF STUDENTS NEEDED TO WORK: One

JOB TITLE: Recruiting Assistant

JOB DESCRIPTION: Student will maintain database of prospective students, conduct campus tours, answer questions regarding the campus and programs offered, prepare information packets and mail-outs, schedule high school visits and campus tours, and general office duties.

JOB QUALIFICATIONS: Must have good typing skills, telephone skills, and computer skills. Accuracy is very important. A pleasant personality and the ability to meet and greet the public is necessary.

APPROXIMATE NUMBER OF HOURS WEEKLY: 14-15

DEPARTMENT: English

CONTACT PERSON: LaVeeda Newsome

JOB LOCATION: Building 5

NUMBER OF STUDENTS NEEDED TO WORK: One

JOB TITLE: English Department Assistant

JOB DESCRIPTION: Typing class handouts, exercises, and other notes. Mailing and delivering mail. Filing handouts, notes, student papers, etc. Miscellaneous tasks, such as retrieving more mailing labels, envelopes, faxing assignments, and handouts.

JOB QUALIFICATIONS: Typing skills, filing, good organizational skills, and the ability to keep student grades confidential.

APPROXIMATE NUMBER OF HOURS WEEKLY: 14-15

DEPARTMENT: Computerized Business Technology

CONTACT PERSON: Sandy Kinman

JOB LOCATION:

NUMBER OF STUDENTS NEEDED TO WORK: One

JOB TITLE: Information Technology Assistant

JOB DESCRIPTION: Help other students with logon problems. Help with computer issues. Clean computer equipment and tidy lab. Monitor vocational lab and enforce lab rules.

JOB QUALIFICATIONS: Computer literate, MS Office Suite - does not need to be an expert.

APPROXIMATE NUMBER OF HOURS WEEKLY: 14-15

DEPARTMENT: Library

CONTACT PERSON: Glenda Boyd

JOB LOCATION: Learning Resource Center, Building 2, Circulation Area

NUMBER OF STUDENTS NEEDED TO WORK: Two

JOB TITLE: Library Assistant

JOB DESCRIPTION: Circulate and discharge library media using an automated circulation system. Assist patrons with copy machine, microfilm readers, and public computers. Shelve, shelf-read, and dust print and non-print media. Dust public computers and work stations. Maintain hourly tally sheets. Apply mylar book jackets and kapco covers. Complete other duties as assigned. WORK 2 NIGHTS A WEEK.

JOB QUALIFICATIONS: Computer competence, ability to alphabetize, learn Library of Congress classification, bend, stoop and lift, and follow instructions. Student must have a courteous and friendly demeanor.

APPROXIMATE NUMBER OF HOURS WEEKLY: 14-15

DEPARTMENT: Mathematics/Math College Preparatory

CONTACT PERSON: Stephanie Ducheneaux

JOB LOCATION: Building 5, Room 113

NUMBER OF STUDENTS NEEDED TO WORK: Two

JOB TITLE: Math Department Assistant

JOB DESCRIPTION: The student will be responsible for making copies, shredding, collect mail, light grade, sorting and alphabetizing paper, cleaning transparencies and various other duties as assigned.

JOB QUALIFICATIONS: The student should learn to operate the Xerox copier, Student should be available for work when at least one math instructor is holding office hours and is expected to give reasonable notice when not able to work scheduled hours. Student may be called upon to collect and deliver campus mail, sort and alphabetize, and perform other errands.

APPROXIMATE NUMBER OF HOURS WEEKLY: 14-15

DEPARTMENT: Publications/Advertising

CONTACT PERSON: Christina Garza/Kayla Hartzog

JOB LOCATION: Building 2 Room 104A

NUMBER OF STUDENTS NEEDED TO WORK: One

JOB TITLE: Publications Assistant

JOB DESCRIPTION: Student will assist with publicity releases, publications, mailouts, filing, and other general office tasks.

JOB QUALIFICATIONS: Student must have good computer skills and be familiar with Microsoft Office software.

APPROXIMATE NUMBER OF HOURS WEEKLY: 14-15

DEPARTMENT: Student Activities

CONTACT PERSON: Corey Knipe

JOB LOCATION: Student Center

NUMBER OF STUDENTS NEEDED TO WORK: One

JOB TITLE: Student Activities Assistant

JOB DESCRIPTION: Student must type at least 50 wpm, answer telephone, operate Xerox machine, and other general office duties and public relations. Other duties as assigned.

JOB QUALIFICATIONS: Student must have good computer skills, have good telephone manners, greet the public well, and have good organizational skills.

APPROXIMATE NUMBER OF HOURS WEEKLY: 14-15

DEPARTMENT: Welding Shop

CONTACT PERSON: Sam Walker

JOB LOCATION: Welding Building

NUMBER OF STUDENTS NEEDED TO WORK: One

JOB TITLE: Welding Assistant

JOB DESCRIPTION: Student will keep shop and yard clean, paint equipment, and complete small shop projects.

JOB QUALIFICATIONS: Student must be willing to clean shop and yard and be able to follow instructions. Student needs to be able to complete shop projects.

APPROXIMATE NUMBER OF HOURS WEEKLY: 14-15

DEPARTMENT: Registrar's Office

CONTACT PERSON: Tami Linebarger

JOB LOCATION: Administration Building

NUMBER OF STUDENTS NEEDED TO WORK: One

JOB TITLE: Registrar Assistant

JOB DESCRIPTION: Student will be responsible for scanning documents, shredding documents, using computer, answering telephone, taking messages, making copies, delivering campus mail, filing and assisting office secretary in other general office duties. The student will need to understand and follow directions, be prompt, and be able to keep office information confidential.

JOB QUALIFICATIONS: Appropriate attire, computer skills, pleasant attitude, and disposition are desirable. Desire to work and interest to learn skills required.

APPROXIMATE NUMBER OF HOURS WEEKLY: 14-15

DEPARTMENT: Financial Aid

CONTACT PERSON: Michelle Smith

JOB LOCATION: Administration Building 20

NUMBER OF STUDENTS NEEDED TO WORK: Two

JOB TITLE: Financial Aid Assistant

JOB DESCRIPTION: Student will be responsible for typing, using computer, making copies, delivering campus mail, filing, and assisting office secretary in other general office duties. The student will need to understand and follow directions, be prompt, reliable, responsible, and be able to keep office information confidential.

JOB QUALIFICATIONS: Typing skills, pleasant attitude and disposition are desirable. Desire to work and interest to learn skills required.

APPROXIMATE NUMBER OF HOURS WEEKLY: 14-15

DEPARTMENT: Technology

CONTACT PERSON: Roy Bartels

JOB LOCATION: Library, Building 2, Room 114

NUMBER OF STUDENTS NEEDED TO WORK: One

JOB TITLE: Technology Aide

JOB DESCRIPTION: Assist Technology department by manning office, answering phone, assisting with minor technology tasks when called upon (software installation; connecting/disconnecting equipment; etc.). Work may involve various campus locations, College on the Square, Coliseum, or Opportunity Center.

JOB QUALIFICATIONS: Familiarity with computers. Ability to lift 30 pounds of material to waist high. Willingness to learn, reliant, and hardworking.

APPROXIMATE NUMBER OF HOURS WEEKLY: 15

DEPARTMENT: Radio Broadcasting

CONTACT PERSON: Geron Scates

JOB LOCATION: Student Center, Building 3, Room 115

NUMBER OF STUDENTS NEEDED TO WORK: One

JOB TITLE: Radio Broadcasting Assistant

JOB DESCRIPTION: Student will be responsible for typing, using computer, taking messages, making copies, delivering campus mail, filing, and assisting in other general office duties. The student will also be assigned radio station specific tasks, such as loading in programs and music. Other duties may also be assigned.

JOB QUALIFICATIONS: Student must have good computer skills, have good telephone manners, greet the public well, and have good organizational skills. Student will need to understand and follow directions, be prompt, and be able to keep office information confidential. Must have a desire to work and interest in learning skills required. Preferably, student will be enrolled in at least one communications for radio vocational class.

APPROXIMATE NUMBER OF HOURS WEEKLY: 14-15

NON-WORK STUDY

Jobs are available in some campus departments. These part-time jobs are not need-related and the department has considerable flexibility. Contact the Payroll Office for more information.