

ON-CAMPUS JOB POSTINGS

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
Assoc. VP/Controller Office	Administrative Services Building (ASB)	Debbie Beynon	330-972-6570	Student Assistant	\$8.00	Min. 10 hrs/wk	FALL/SPRING: Looking for a student to start as soon as possible. Good communication skills, basic understanding of accounting principles, completed core accounting classes, ability to work a minimum of 10 hrs per week, Excel skills, analysis ability, and ability to take direction and work on special projects. If Graduate level person would like a student assistant position that would also be a plus. (Posted 11/2/09)
CBA Dean's Office	CBA 424	Carrie Ahmed	330-972-6072 Email: cla10@uakron.edu	Student Assistant	\$7.30	Will vary	SPRING/SUMMER: Clerical duties, answer phones, deliveries on campus, process mail, greet visitors to dean's office. Friendly and positive attitude. Microsoft Office Suite. Dependable. (Posted 11/12/09)
Dept of Student Life	Student Union Rm. 211	Ali Rearick	330-972-7012	LEGO Manager for Marketing	\$8.80	20-30 hrs/wk	FALL: The LEGO Marketing Manager reports to the Graduate Assistant for Communications and Marketing and assists with any necessary assignments. For more information about this position, please stop by the Student Employment Office in Simmons 301. To apply: Submit and electronic sample of 5-7 pieces and department of student life application to Alison Rearick, Department of Student Life in the Student Union (campus zip +4601) or drop off at the Department of Student Life Administration Desk, SU 211, Attn: Alison Rearick. Applications are available at the Information Center. The deadline to apply is: November 6, 2009 by 5:00 PM est. (POSTED 10/27/09)
Dept of Student Life	Student Union Rm. 211	Ali Rearick	330-972-7012	Maintenance Manager	\$8.80	20-30 hrs/wk	FALL: The Maintenance and Technology Crew is charged with the upkeep and care of the Student Union.

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							For more information about this position, please stop by the Student Employment Office in Simmons 301. To apply: Submit and electronic sample of 5-7 pieces and department of student life application to Alison Rearick, Department of Student Life in the Student Union (campus zip +4601) or drop off at the Department of Student Life Administration Desk, SU 211, Attn: Alison Rearick. Applications are available at the Information Center. The deadline to apply is: November 13, 2009 by 5:00 PM est. (POSTED 10/27/09)
Dept of Student Life	Student Union Rm. 211	Ali Rearick	330-972-7012	Assistant Manager for Maintenance and Technology	\$7.30/hr	20-30 hrs/wk	FALL: The Maintenance and Technology Crew is charged with the upkeep and care of the Student Union. For more information about this position, please stop by the Student Employment Office in Simmons 301. To apply: Submit and electronic sample of 5-7 pieces and department of student life application to Alison Rearick, Department of Student Life in the Student Union (campus zip +4601) or drop off at the Department of Student Life Administration Desk, SU 211, Attn: Alison Rearick. Applications are available at the Information Center. The deadline to apply is: November 13, 2009 by 5:00 PM est. (POSTED 10/27/09)
Dept of Student Life	Student Union Rm. 211	Nick Giancola or Corey Williamson	NO PHONE CALLS	Operations Student Assistant (Building Crew)	\$7.30/hr	12-29 hrs/wk Mon-Sun Flexible	FALL 09: Operations assistant will provide assistant with cleaning the facility, complete setups for meetings/programs and prepare audio/visual needs within the Student Union. Responsibilities also include routine building checks and facilitation

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							<p>of all emergency procedures for the Student Union.</p> <p>Qualifications: Excellent customer service skills, flexible work schedule (open/close/weekends), previous audio visual experience, high energy, self motivating, and capable of lifting 15-20 lbs.</p> <p>Stop by Rm. 211 2nd floor of the Student Union and pick up an application. (POSTED 8/5/09)</p>
Dept of Student Life	Student Union	Ali Rearick	330-972-7012	Student Assistant – Graphic Design & Promotional Marketing	\$7.30	10-20 hrs/wk	<p>FALL 09: Student Assistant for graphic design and promotional marketing reports to the LEGO marketing manager and marketing supervisor with campus events. For more information about this position, please stop by the Student Employment Office in Simmons 301. To apply: Submit and electronic sample of 5-7 pieces and department of student life application to Alison Rearick, Department of Student Life in the Student Union (campus zip +4601) or drop off at the Department of Student Life Administration Desk, SU 211, Attn: Alison Rearick. Applications are available at the Information Center. The deadline to apply is: November 6, 2009 by 5:00 PM est. (POSTED 10/8/09)</p>
Dept of Student Life	Student Union	Ali Rearick	330-972-7012	Student Assistant for SOuRCe	\$7.30	20-30 hrs/wk	<p>The SOuRCeLiaison reports to the SOuRCe LEGO Manager and the Graduate assistants for the SOuRCe to enhance growth and individual involvement in student organizations on campus, along with increasing retention. For more information about this position, please stop by the Student Employment Office in Simmons 301. To</p>

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New Student Orientation	Simmons Hall 209	Judy Valatka	No calls	Student Assistant	\$7.30	15-30 hrs/wk	ALL SEMESTERS: Data entry into PeopleSoft, answer phones, reschedule students for orientation dates, run campus errands, filing, assist with orientation check-ins requiring student to report by 7:30am, assist with orientation groups, etc. Outstanding people skills, including excellent phone skills and proper/correct use of grammar. Working knowledge or some familiarity with PeopleSoft preferred. Accuracy in typing a must. Person should be familiar with Excel, Microsoft Word, and PowerPoint. Minimum GPA 2.5. Must be dependable and available to work 15-30 hours/wk and not taking summer classes until 2:00pm or later. (Posted 11/3/09)
School of Dance, Theatre and Arts Administration	Guzzetta Hall Rm 398 F	Adel Migid	NA	Student Assistant	\$7.00-\$9.00/hr	10-20 hrs/wk	FALL 09: Student Assistant needs to have skills in the use of Mac Computer and editing software, Adobe photo shop, Adobe illustrator, Digital photography, Video/ audio editing, CD/DVD recording, typing, organizing and library resource activity. Please contact Adel Migid by email for further information or inquiry about the student assistant at

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							adel@uakron.edu . (POSTED 8/3/09)