

# FEDERAL WORK STUDY JOB POSTINGS



**WORK STUDY JOB POSTINGS**

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
A&S Political Science	Olin 201	Beth Raies	No calls	Student Assistant	TBD	TBD	SPRING: Provide support & professional interaction with faculty, staff, & students. Experience in Microsoft Word & Excel is a must. Apply in person (OLIN 201) with resume, references, & class schedule. Preference given to students enrolled in political science courses. (posted 9/10/09)
Academic Advisement Center	Simmons Hall Room 205	Ruth Nine-Duff	No calls	Student Assistant	\$7.30	10-20 hrs/wk	SPRING: Answering phones, scheduling appointments, heavy volume of filing and pulling files, entering data into computer, running errands, and working closely with the University of Akron population and the general public. Assistant must have good interpersonal skills and good communication skills. Keyboarding a must, good speaking voice, must be a self-starter, dependable, flexible. Position could be year round. Stop in office to apply. (posted 11/12/09)
Art – Meyer School of Art	Folk Hall, Room 103 150 E. Exchange St.	Victoria Slonaker	330-972-6030	Student Assistant	TBD	Flexible 5-15 hrs/wk	FALL/SPRING: <u>Front Office Reception</u> : answer phones, filing, make copies. <u>Computer Lab</u> : monitor computer lab, assist students, and collect money for copies. <u>Gallery</u> : assist the director in hanging and taking down exhibitions, monitor the gallery during open public hours. <u>Photo Lab</u> : check out photo equipment to students, monitor photo labs. <u>Library</u> : assist the visual resource director in digitizing images, assist students in checking out periodicals. ACCOUNTING MAJORS NEEDED: assist the budget director in

**WORK STUDY JOB POSTINGS**

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
							managing the school's finances. Good communication skills; experience with MAC computers highly desirable but not mandatory. (posted 7/17/09)
CBA Computer Labs	CBA 104C	Matthew Dowd	330-972-8478	Computer Lab Assistant	Commensurate with experience	10-20 hrs/wk	FALL/SPRING: Lab assistant position in the CBA computer labs which includes a homework lab, multiple teaching labs, and a laptop cart. Responsibilities will include helping students with basic questions concerning the lab. The individual will also be responsible for maintaining and cleaning printers, computers, and maintaining the schedules for laptops and classroom usage. The position begins in the Fall 2009 semester. Exceptional communication skills required. Computer background preferred but not required. Basic knowledge of Windows XP, MS Office 2003/2007, computer hardware, and computer lab environment is a plus. Individuals could be scheduled to work anytime the labs are open including Saturdays and Sundays, as well as evenings. (posted 7/9/09)
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)
College of Business	CBA Advising	Emma Campbell	No calls	Office Assistant		16 hrs/wk	FALL/SPRING: Wait on front desk, answer phones and general questions for walk in traffic, processing/filing paperwork and other general office

**WORK STUDY JOB POSTINGS**

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
							duties. Knowledge of Microsoft applications (word, excel and access), good communication skills, dependable, and previous office experience a plus! <i>(Posted 9/14/09)</i>
Distant Learning Services	LH 206	Michelle Daley	No calls	DL Classroom Student Assistant	\$7.30	Mon-Thurs 8am-3pm	FALL: Start up and shut down of distance learning classrooms, monitor technology while class is in progress. Dedicated, responsible, trustworthy, and hard working. Basic knowledge of the computer and comfortable with technology. Comfortable working with University instructors. Self-motivated. <i>(posted 9/14/09)</i>
Economics	Arts & Sciences Bldg. Room 430	Jeanette Quinn	No calls	Student Assistant	\$8.00	6-8 hrs/wk Between 10:00am – 2:00pm	FALL: General office duties: greet visitors, answer and direct telephone inquiries, sort & deliver mail, make copies, run errands, assist professors as needed, other duties as assigned. Responsible, courteous, reliable. Computer skills helpful. <b>Contact: <a href="mailto:jmcart@uakron.edu">jmcart@uakron.edu</a> for an application.</b> <i>(posted 9/14/09)</i>
ED Foundations & Leadership	Zook Hall 301	Lanna Martorana	330-972-7773	Student Assistant	\$8.00	Flexible- approx. 15-25 hrs/wk	FALL/SPRING: Immediate need for federal work study student who is team oriented, capable of answering phones, route calls, meet/greet and assist visitors in a professional manner, filing, copying, general computer skills (MS Office 2003), organizational and communication skills, run errands, and any other clerical needs. Office hours would be anywhere within the time frame between 8:00am-5:00pm Mon-Fri.

**WORK STUDY JOB POSTINGS**

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
							(Posted 9/10/09)
Grounds – Physical Facilities	216 S. Forge Street	Gregg Parks	330-972-8361	Shop Personnel	\$7.30	Max 30	FALL: Campus grounds maintenance: mowing, weeding, sweeping, planting, and watering of plant material. Raking leaves and snow removal. Dependable. Must be able to work a minimum 3 hour shift. <b>Please obtain an application from the PFOC Service Center located at 146 Hill St. (Posted 9/16/09)</b>
Law Career Planning	School of Law Room 132	Jeanne Kennedy	330-972-5321	Student Assistant	\$7.30	15-20 hrs/wk	SPRING: Clerical duties as assigned, assistance with event set-ups, copying, mailing, errands on campus, filing, computer projects as assigned, data entry. Will train. Must be reliable. (Posted 9/10/09)
Management	CBA 3 <sup>rd</sup> Floor Room 345	JoEllen Hengstenberger	330-972-6086	Student Assistant	\$7.30	10-20 hrs/wk	FALL/SPRING: Answer telephone, greet visitors, and help with their needs. Help faculty with projects. Run errands. Sort/distribute mail. Ability to use Word/Excel 2007. Polite, detail oriented, pay attention to details, follow instructions well, self-starter, help with variety of tasks, be resourceful. (Posted 9/14/09)
Office of Accessibility	Simmons Hall Room 105	Leigh Sveda	330-972-7928	Alternative Text Assistant	\$7.50	15-20 hrs/wk	FALL/SPRING: Student will convert textbooks into an alternative format. Students will train other students to use alternative textbook, equipment and computer software. Will also assist students working in the office computer lab.  Desired Skills: Must be proficient in Microsoft Word and Excel, dependable, detail oriented, have the

**WORK STUDY JOB POSTINGS**

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
							ability to work independently and be able to learn new computer programs.  <b>Visit: <a href="http://www.uakron.edu/access">www.uakron.edu/access</a> or stop in Simmons Hall 105 for an application. (Posted 9/14/09)</b>
Pan African Studies	Buckingham	Brandon Laster	330-972-7030	Office Assistant Computer Lab Assistant Docent	\$7.30	10-15 hrs/wk	FALL/ SPRING: 3 positions available please contact Brandon Laster for more details. (Posted 9/14/09)
Physical Facilities Stock Room	146 Hill St.	John Tompkins	330-972-6147	Student Assistant	\$7.35	Maximum 30 hrs/wk	FALL: Data entry, occasional pickup & delivery of materials, stocking shelves. Must have a valid driver's license and clean driving record. Proficient in Microsoft Excel. Position available for all semesters. (Posted 3/13/09)
Psychology	CAS, Rm. 350	Dr. Ronald Levant or Karen Todaro	<a href="mailto:Levant@uakron.edu">Levant@uakron.edu</a> 330-972-7280	Research Assistant	Commensurate w/ experience	10 hrs/wk	SPRING: Working with Dr. Levant on several research projects. Tasks include transcribing tape recorded focus groups, recruiting and enrolling participants, entering data, locating journal articles, etc. Some psychology or social science background preferred but not required. (Posted 10/27/09)
Public Service Technology	Summit College Polsky 161	Kathy Shaffer	330-972-8240	Student Assistant	\$7.30	10-12 hrs/wk Need A.M. hours for Fall	FALL/SPRING: General office duties including answering phone, filing, mail distribution, errands, greeting students and faculty. Must have good telephone etiquette and basic computer skills. Must be reliable and prompt. (Posted 9/23/09)
Purchasing	100 Lincoln Street Rm. 209	Valoree Lee	330-972-5965	Office Assistant	\$7.50	10-20 hrs/wk	FALL/SPRING: Monitor reception area. Answer phone; greet visitors; open & route mail; data entry; scan, index, & file; fax & copy documents;

**WORK STUDY JOB POSTINGS**

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
							research; assist buyers with various projects; campus errands; other tasks as assigned. Positive attitude, detail oriented, professional, basic computer knowledge, dependable, and willing to learn. <i>(Posted 4/17/09)</i>
Registrar	Simmons Hall Rm. 120	Ellen Stack	330-972-5800	Tech/Web Assistant	\$8.50	Open	FALL/SPRING: Assist systems team, create design layouts to be used on web pages and e-mail templates. Maintain university registrar's web pages as new information becomes available. Computer hardware and software knowledge. Intermediate understanding of graphic design, web content, HTML, and web design content. <i>(Posted 9/14/09)</i>
Registrar	Simmons Hall Room 120	Ellen Stack	330-972-5800	Office Assistant	\$8.00		FALL/SPRING: General office duties including front desk (greet visitors, students, staff, faculty); answer phones, data entry, copying, filing, faxing, and campus errands. Excellent communication and interpersonal skills. Reliable with strong work ethic. <i>(Posted 9/2/09)</i>
School of Communication	Kolbe Hall 108	Dean Long	No calls	Media Lab Assistant	\$7.30	10-20 hrs/wk	SPRING: Coordinate activities in the school's labs (Media and/or computer) to include assisting students with media and computer application issues. Maintain a media scheduling system and oversee student check-out procedures. Work with faculty to ensure students have ample access to the school's media resources. A technical knowledge of video camera equipment is required. A basic knowledge of video editing systems

**WORK STUDY JOB POSTINGS**

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
							would be preferred to assist students with basic editing issues. Exceptional communication skills and work habits are required. Computer background preferred but not required. School of Communication student preferred. <i>(posted 9/10/09)</i>
STEM	Honors	Adam Smith	330-972-8393	Fellowship Assistant		10-20 hrs/wk	FALL: Student will complete research, help manage student files, applications and process National Fellowships. Also will help coordinate event planning and Campus Outreach. Must have strong computer skills, research skills and organized. <i>(Posted 8/10/09)</i>
STEM	Honors	Adam Smith	330-972-8393	STEM Assistant		10-20 hrs/wk	FALL: Answer phones, file, contact students, maintain files, coordinate event planning and monitor students. Must be organized, outgoing, can work independently, have clerical skills and have basic computer skills. <i>(Posted 8/10/09)</i>
STEM	STEM Scholars	Adam Smith	330-972-8393	STEM Mentor		20 hours/ wk	FALL: Manage caseload of science, math, engineering and technology students. Student will provide peer support, mentor other students and will connect students to campus resources. Event planning and student management are also involved. Student must possess strong leadership qualities. Please be open, committed and supportive. Majors in Education, Psychology, Sociology and STEM may apply. <i>(Posted 8/10/09)</i>
Student Services Center	Simmons Hall Lobby	Pamela Arrington	330-972-6336	Student Assistant	\$7.30	10-20 hrs/wk	WINTER BREAK/SPRING: General office duties: excellent communication

**WORK STUDY JOB POSTINGS**

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
							and interpersonal skills; greet visitors, students, faculty, staff, parents; answer phone; filing; copying; campus errands; cleaning student computer kiosks; stocking forms. Friendly, reliable, dependable. Some evening hours. <b>(POSTED 11/2/09)</b>
UL Archival Services	Polsky Building LL-10	James Hilliard	330-972-8182	Archives Student Assistant	\$7.30	20-30 hrs/wk	FALL/SPRING: Primary function is to assist in the audit of university records, review and detail the contents of record boxes stored in the archives facility. Enter information into a variety of applications including spreadsheets and databases. Efficient skills with Microsoft Office. Ability to perform physical activities standing on rough surfaces with use of ladder and other non-motorized equipment. Ability to lift between 25-50 pounds. <b>(posted 9/14/09)</b>
<b>WAYNE STUDENTS</b> Federal Work Study		Lorrie Graham	330-972-8935				<b>Students need to complete an application for employment at the Wayne Campus in the Student Services Office.</b> Applications will be reviewed by any departments that need FWS students.

# COMMUNITY SERVICE FEDERAL WORK STUDY JOB POSTINGS



**WORK STUDY JOB POSTINGS**

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
<i>Community Service</i> IHN of Summit County	77 W. Miller Ave. Akron, OH 44301	ihnsummit@sbcglobal.net	Fax resume to 330-253-8082	Community Service	Negotiable	House manager position on Sat. & Sun. with occasional need for other hours on other days	SPRING: Interfaith Hospitality Network of Summit County a Community Response for Homeless Families. Guests: maintain daily record of guests and sign in/out sheets. Supervise field trips. External: Act as resource for current or former guests seeking referral information. Day Care Operations: Sharing in operational tasks as needed (opening and closing, phone coverage, cleaning, organizing donations, etc. <b>(posted 12/22/08)</b> )
<i>Community Service</i> The Salvation Army	190 S. Maple Street, Akron, OH 44302	Tammy Bigler	330-434-7423	Education Aide	\$7.30-\$8.00	25-29 hrs/wk	SPRING: Assist children ages 5-14 with homework, tutoring, arts and crafts, and recreation. Previous experience working with children. Background check and physical required. <b>(posted 12/22/08)</b>
<i>Community Service</i> Asian Services in Action, Inc.	730 Carroll Street, Akron, OH 44304	Mao Vue	330-535-3263 ext. 224	Youth Educator	\$7.30	6 hrs/wk	SPRING: Youth Educator is responsible for tutoring and supervising youth in the ICEP program on homework, drug (ATOD) prevention education, as well as other duties assigned. ICEP is held at Legget Elementary School Mon. - Thurs. from 2:30-4pm. MUST BE AVAILABLE 2:30-4pm. QUALIFICATIONS: 18+, transportation, positive attitude, and responsible. Bi-lingual preferred because this is an immigrant/refugee participant program (ages 5-12). <b>(posted 12/22/08)</b>
<i>Community Service</i> Asian Services in	730 Carroll Street, Akron,	Mao Vue	330-535-3263 ext. 224	Bicultural Educator	\$7.50-\$8.50	10-12 hrs/wk 2:30-5:00pm	FALL: Provide after school tutoring, information, and guidance to youth

**WORK STUDY JOB POSTINGS**

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
Action, Inc.	OH 44304					Mon, Wed, & Thurs for direct service & office hours as needed	ages 5-14. Basic responsibilities include: assist youth w/ homework & tutorial work, assist & implement assessment tests & course work, assist prevention specialists & community prevention speakers & organizations, act as liaison between ICEP program & schools to gather info, data, and stats, assure ICEP students sign in for program, make sure reports are completed & turned in timely manner, track consumer records to make sure milestones are met, create program newsletter, other duties as assigned. Training will be included. Excellent verbal & grammatical skills required, knowledge of one additional language preferred, proficiency w/ PC based computers & MS Office software, background check required (BCI or FBI check). Interested candidates please call Mao Vue or e-mail resume to <a href="mailto:mao.vue@asianinc-ohio.org">mao.vue@asianinc-ohio.org</a> . (posted 12/22/08)
<i>Community Service</i> Asian Services in Action, Inc.	730 Carroll Street, Akron, OH 44304	Michael Byun e-mail: <a href="mailto:michael.byun@asianc-ohio.org">michael.byun@asianc-ohio.org</a>	330-535-3263	Development Assistant	\$7.70-\$9.90	15-20 hrs/wk	SPRING: Duties include, but are not limited to, the following: Assist in the planning and organization of Asia's Annual Fall Event. Maintain and Update Donor Database: Perform mail merges, queries, and extract profiles and address selections from donor database system. Manage Donor Acknowledgement procedures: Write and prepare thank-you letters for grants, donations, and other contributions. Assist in various

**WORK STUDY JOB POSTINGS**

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
							Development & Outreach Activities: Bi-annual newsletter, fundraising appeals, events, outreach booths & other duties as assigned by Administrative staff. Must be proficient with Microsoft Office programs including Outlook, Word, Excel and Publisher. Assistant must have good interpersonal skills and the ability to interact with diverse population/personalities. Ability to set priorities and meet deadlines. A strong interest in Asian American community and human services a plus. Asian language proficiency a plus. Access to transportation with valid drivers' license required. (posted 12/22/08)
Community Service Destiny Youth Academy	369 South Portage Path, Akron, Ohio 44320	Ms. Horton	330-252-8730	Cartoonist	TBD	Flexible	SPRING: Cartoonist needed to work with kids after school program at Mason Elementary School. Train children to draw cartoon characters and make story books. QUALIFICATIONS: Working knowledge of Microsoft office and Print shop Programs are needed. (posted 12/22/2008)
Community Service East Akron Community House	550 South Arlington St. Akron, Ohio 44306	Anna Davis	330-773-6838	Mentor/Case Manager	\$8.00	Flexible	SPRING: Assist teen with applying for PRC by helping to fill out application and gather documentation to give to case manager. Enroll teen into In Due Time program. Prepare monthly PRC billing rosters. Document time with teens by using sign in/out form. Provide teen with the IDT pregnancy and parenting curriculum information and resources. Provide teen with emotional support & information

**WORK STUDY JOB POSTINGS**

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
							through out her pregnancy. Provide teen with transportation assistance if needed. Provide teen with labor & delivery support if needed. Coordinate services for each teen with her prenatal case manager. Assist teen with applying for PRC by pulling together the completed application to submit to the PRC coordinator. Use PRC needs assessment and complete Life Link needs assessment. Create ISP with teen. Support teen with achieving ISP goals. Assist teen with applying for Medicaid if needed. Assist teen with applying for WIC. Refer teen to variety of supportive services based on needs assessments. Coordinate services for each teen with her pregnancy Mentor. Other duties as assigned. (posted 12/22/08)
Community Service OHDELA	121 S. Main St. Suit 102 Akron, Ohio 44308	Amy M. Moore, BA, LSW	330-253-8680	Teacher Aide	TBD	Flexible	SPRING: Teacher Aide provides clerical and instructional support for classroom teachers so teachers have more time for teaching and planning lessons. Undertake such training is required. Maintain records in accordance with ODELA systems and standards. Undertake any lesser or comparable duties as required by Administrator/Asst Administrator. Provide support by working directly with teachers and students. Maintain accurate records and logs. Designs and/ or prepares training/instructional materials. FALL & SPRING: Teaching aids and devices. Assist in providing daily contact with students in need of

**WORK STUDY JOB POSTINGS**

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
							support. Maintain confidentiality in all student and professional matters, and works professionally and cooperatively to achieve duties and responsibilities. Other tasks as assigned. Three openings available. QUALIFICATIONS: B.A. or M.A. Student in education or related field. BCI and TB check.(posted 12/23/08)
Community Service Project LEARN of Medina County	222 S. Broadway Medina, OH	Anne Stephens	330-723-1314	Program Aide	\$7.30	10-20 hrs/wk	SPRING: Involvement with adult student support services and general clerical duties. Data entry of program statistics, prepare tutor training materials and materials for board and committee meetings. Need customer service and telephone skills. Knowledge of computers and MS Office software and typing skill of 35 wpm.(posted 12/23/08)