# On-Campus Jobs

Questions? Need help?

Contact The Office of Student Employment at 330-972-7405

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Contact info</th>
<th>Job Title</th>
<th>Pay Rate</th>
<th>Hrs/Week</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Stores</td>
<td>ASB 61A</td>
<td>Nicole Cook (330) 972-5251</td>
<td>Surplus Property Assistant</td>
<td>$8.50</td>
<td>20-29</td>
<td><strong>Job Description:</strong> Moving surplus property, moving skids, working on dock, relocating furniture.</td>
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<td><strong>Desired skills and qualifications:</strong> Good attendance, positive attitude, good communication skills.</td>
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<td><strong>Job application instructions:</strong> Please contact Nicole Cook.</td>
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<td><strong>Posted 4/17/15</strong></td>
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<tr>
<td>Center for Environmental Studies</td>
<td>215 Crouse Hall</td>
<td>Dr. Ira Sasowsky (330) 972-5389 <a href="mailto:ids@uakron.edu">ids@uakron.edu</a></td>
<td>Geologic Aide</td>
<td>Depends on experience</td>
<td>5-12</td>
<td><strong>Job description:</strong> Assist with geologic and environmental research tasks and administration of the Center. <strong>Desired skills and qualifications:</strong> Must be full time student, Geology/Environmental Major, GPA &gt;3.1, punctual and responsible. Self-motivated. Experience with research, data analysis, and software (Excel, Word, Photoshop, Illustrator, GIS) are a plus, but not required (will train). Prefer sophomore or junior. <strong>Job application instructions:</strong> Send email attaching brief resume listing science/math classes taken, and any skills and experience to Dr. Sasowsky (<a href="mailto:ids@uakron.edu">ids@uakron.edu</a>). In email include paragraph (4-7 sentences) about why you chose your major and career goals if any. Give desired number of hours per week. Call if you have questions (330) 972-5389. <strong>Posted 4/14/15</strong></td>
</tr>
<tr>
<td>Residence Life and Housing</td>
<td>Ritchie Hall; Akron, OH 44325-1401</td>
<td>Valerie Bloodsworth; 330.972.7800; <a href="mailto:vab@uakron.edu">vab@uakron.edu</a> (preferred)</td>
<td>Summer Ambassador</td>
<td>Summer Ambassadors are provided room as compensation throughout the employment period. Summer Ambassadors will receive a summer meal plan.</td>
<td>15 hours per week</td>
<td><strong>Job description:</strong> The summer ambassador is a member of the Department of Residence Life and Housing staff with significant responsibilities in providing customer service to students and their families as they visit the University campus. The summer ambassadors are student leaders with knowledge of the department, residence halls, and campus resources and who possess excellent communication skills adept at speaking in front of small or large groups. <strong>Job application instructions:</strong> Please send your resume or brief application to Valerie Bloodsworth, Residence Life and Housing, 330.972.7800; <a href="mailto:vab@uakron.edu">vab@uakron.edu</a> (preferred). <strong>Posted 4/14/15</strong></td>
</tr>
<tr>
<td><strong>Updated 04/17/15</strong></td>
<td><strong>(Summer Ambassadors will be assigned to an Exchange Street Apartment, which comes with a kitchen. Summer Ambassadors will have a private, lockable, bedroom. However, Summer Ambassadors will be required to share apartment space with other summer ambassadors or other Residence Life and Housing summer staff.)</strong></td>
<td><strong>large groups of people.</strong></td>
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<td><strong>Desired skills and qualifications:</strong> Qualifications: Applicants must have at least a 2.50 cumulative grade point average; Maintain good conduct standing with The University of Akron, as discerned by the Associate Director of Residence Life and Housing; Applicants with previous on-campus housing with Residence Life and Housing preferred; Must hold a Residence Life and Housing contract throughout the term of employment; Must able to work 15 hours per week to perform position responsibilities; Period of Employment: Sunday, May 10, 2015, and ends August 30, 2015</td>
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<tr>
<td><strong>Job application instructions:</strong> Application is available at: <a href="https://sites.google.com/a/zips.uakron.edu/rlh-selection/summer-employment">https://sites.google.com/a/zips.uakron.edu/rlh-selection/summer-employment</a> Resume Required. Please note this application submission deadline in April 17 at 5:00pm.</td>
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<td><strong>Additional information:</strong> Please see application for full job description.</td>
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<td><strong>Posted 4/8/15</strong></td>
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</table>
Summer Resident Assistant

Summer RAs are provided room as compensation throughout the employment period. Summer DMs will receive a summer meal plan. (Summer RAs will be assigned to an Exchange Street Apartment, which comes with a kitchen. Summer RAs will have a private, lockable, bedroom. However, Summer RAs will be required to share apartment space with other summer RAs or other Residence Life and Housing summer staff.)

Please see application for hourly commitment.

Job description: The summer resident assistant (RA) staff are paraprofessional graduate and undergraduate members of the Department of Residence Life and Housing. Summer RAs report directly to the building supervisor responsible for summer housing. The summer RA must project a sense of caring and concern for each resident.

Desired skills and qualifications: Qualifications:
Applicants must have at least a 2.50 cumulative grade point average; Maintain good conduct standing with The University of Akron, as discerned by the Associate Director of Residence Life and Housing; Applicants must have completed one semester as an RA at The University of Akron; Must hold a Residence Life and Housing contract throughout the term of employment. Period of Employment: Sunday, May 10, 2015, and ends August 21, 2015

Job application instructions:
Application is available at: https://sites.google.com/a/zips.uakron.edu/rlh-selection/summer-employment

Resume Required.

Please note this application submission deadline in April 17 at 5:00pm.

Additional information: Please see application for full job description.

Posted 4/8/15
| Residence Life and Housing | Ritchie Hall; Akron, OH 44325-1401 | Valerie Bloodsworth; 330.972.7800; vab@uakron.edu (preferred) | Summer Desk Manager | Summer DMs are provided room as compensation throughout the employment period. Summer DMs will receive a summer meal plan. (Summer DMs will be assigned to an Exchange Street Apartment, which comes with a kitchen. Summer DMs will have a private, lockable, bedroom. However, Summer DMs will be required to share apartment space with other summer DMs or other Residence Life and Housing summer staff.) | 15 hours per week | **Job description:** The desk manager (DM) position is a paraprofessional graduate or undergraduate member of the Department of Residence Life and Housing reporting directly to the Associate Director of Residence Life and Housing, or designee. The DM is responsible for providing excellent customer service and building community through daily interactions with residents and community assistant (CA) staff to provide a positive and safe environment for residence hall students and guests. **Desired skills and qualifications:** Qualifications: Maintain good conduct standing with The University of Akron, as discerned by the Assistant/Associate Director of Residence Life and Housing; Applicants must have completed one semester as a DM at The University of Akron; Must hold a Residence Life and Housing contract throughout the term of employment; Period of Employment: Sunday, May 10, 2015, and ends August 21, 2015 **Job application instructions:** Application is available at: [https://sites.google.com/a/zips.uakron.edu/rlh-selection/summer-employment](https://sites.google.com/a/zips.uakron.edu/rlh-selection/summer-employment) Resume Required. **Please note this application submission deadline in April 17 at 5:00pm.** **Additional information:** Please
| Career Center | Student Union, Room 211, Akron, Ohio 44325-4306 | Heather Eby, 330-972-7747; heby@uakron.edu | Peer Advisor | $8.50 | varies | **Job description:**

- Conduct general resume and cover letter critiques and mock interviews of students and alumni candidates
- Assist students with walk-in appointments and with the use of CC online resources
- Conduct career-related outreaches and presentations to residence halls, student organizations and academic classrooms
- Provide support to CC events such as the UA Career Fair, Etiquette Dinner, Best Practices, etc
- Staff front desk, greet visitors, answer phones, schedule appointments and conduct other office tasks as needed
- Assist with promoting CC events and services at information/lobby tables
- Participate in regular meetings

see application for full job description.

**Posted 4/8/15**
Design and update various office and campus bulletin boards

Additional duties as assigned

**Desired skills and qualifications:**

- Open to all majors with a minimum cumulative GPA of 3.0/4.0
- Undergraduate with a minimum sophomore status (32 credit hours completed by end of Spring 2015 semester)
- Ability to commit to working more than one semester as a Peer Advisor
- Experience (or desire to gain experience) working with students of diverse educational, racial, ethnic, and cultural backgrounds
- Excellent written and oral communication skills
- Strong initiative to seek out projects and follow through on projects
- Excellent time management skills
- Demonstrated (or desire to gain) leadership experience
- Positive, polished and professional attitude
- Computer literacy: MS Office
- Experience (or desire to...
What skills will the student develop?

- Leadership: Educate and inform your fellow students and peers

- Mentorship: One on one meetings with professional staff to enhance your personal and academic development

- Resources: Discover career resources and opportunities that may be of benefit to you

- Teamwork: Develop an appreciation of and for diversity and working with others

- Interpersonal skills: Develop new relationships in group and one-to-one settings

- Communication: Enhance presentation as well as listening skills

Job application instructions

- Please come to the Career Center, Student Union, Rm 211 to pick up an application.

- Application deadline is April 17, 2015

- Incomplete applications will not be considered.

Post 4/3/15
| Student Life | Student Union | Mike Solema, 330-972-8537 | Assistant Student Manager of Technology | $9.10 | 18-22 hours per week | **Job description:** The Assistant Student Manager of Technology reports to the Student Manager of Technology and the Coordinator of Technology.

**Responsibilities**

- Uphold the values of the Department of Student Life
  - Engage, Serve, Lead
- Ensure the safe set up, operation, and tear down of technology for special events.
  - Can include assisting Student Union Operations staff on technology related to set ups.
  - Spot checking of technology set ups throughout the Union to ensure proper functionality and appearance.
- Creation/monitoring of checklists and inventories
  - Ensure completion, collection, and filing of all checklists including but not limited to:
    - all of the checklists on google drive, OPC tracking sheets, and OPC daily checklists
  - Ensure creation/accuracy and updating of inventories. This includes serial numbers and counts of radios, projectors, computers, microphones, jades, and any other technology deemed necessary.
  - Ensure maintenance (cleaning/functionality) and

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upkeep of technology throughout the Student Union
  o Weekly cleanings of all digital signage
  o Monthly cleanings of all projectors
  o Monthly cleanings of all mobile laptops
  o Semi-annual cleanings of all desktops in the department
  o Maintenance of all AV carts, equipment racks.
  • Chief Assistant on any Technology trainings
  o Work in conjunction with Student Manager for Technology and Student Union Operations Managers to develop and implement training on the technology relevant to each work unit
  • Ensure prompt response for all technology related Work Requests submitted by Department of Student Life staff.
  • When applicable, serve as lead event production staff on ballroom events assisting with theatrical lighting, audio console and video switcher operation.
  • Assist with computer workstation support including application support and troubleshooting, hardware/software optimization, etc.
  • Serve as a resource to the Office of University Scheduling and Student Union
Operations staff as it relates to technology for events.

**Desired skills and qualifications:**

Skills and qualifications of the Assistant Student Manager of Technology

- Must be enrolled in 12 credit hours and have and maintain 2.25 accumulative G.P.A.
- Able and willing to work at least 18-22 hours/week.
- Be friendly, enthusiastic and a self-motivator who is customer service oriented and enthusiastic.
- Must be computer literate, punctual, and a problem solver.
- Familiar with audio and video equipment a plus.
  - Including: Extron, digital audio consoles, digital video switchers, projectors, conference phones, etc.
- Polite, friendly, and dedicated to work with others and display a positive attitude toward the Student Union, its mission statement and the University of Akron.
- Summer availability preferred, but not required.

**Job application instructions:**

Materials Required to Apply:

- Fill out the Department of
Student Life Application for Employment in person.

- Applications can be picked up/returned to the CSL Administration desk (across from the game room on the bottom floor of the Student Union)

- Important: Please write at the top of this application “Technology”

Additional Materials Required to Apply:

- Resume
- Cover Letter

Please turn in these additional 2 pieces along with your Application for Employment to:

CSL Administration Desk

-OR-

Email these additional 2 pieces to mssolema@uakron.edu. Subject: Technology position

Deadline to apply:

- Friday, March 27th by 5:00 pm

Any additional questions email mssolema@uakron.edu

Posted 4/2/15
<table>
<thead>
<tr>
<th>Position</th>
<th>Hours</th>
<th>Job Description</th>
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<tbody>
<tr>
<td>Student Assistant</td>
<td>20 hours per week</td>
<td>We are looking for undergraduate students to fill two assistant positions now open due to graduation of current students. These positions will involve providing office assistance to Cummings Center staff; working with archival materials, rare books, and museum artifacts; assisting researchers in the reading room; staffing the reception desk; and providing administrative and organizational support as needed.</td>
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</tbody>
</table>

**Desired skills and qualifications:** Candidates must be currently enrolled full-time at The University of Akron. They must also have a strong attention to detail, have strong written communication skills and experience interacting with the public professionally, be able to work independently, be organized and flexible, be reliable and responsible for their time and work, and be able to climb ladders and lift 40 pound boxes. Applicants must also have basic computer skills, including experience using Microsoft Word and Excel.

**Job application instructions:** Send or e-mail a letter of application, resume, and the names, email addresses and phone numbers of three references.

**Additional information:** Consideration of applications will begin April 23 and continue until the positions are filled. Students must be available to work between the hours of 8 a.m. – 5 p.m., Monday – Friday. Occasional Saturday shifts are required, Noon – 4 p.m.
University of Akron
Lakewood

14725 Detroit Ave
Suite 108,
Lakewood,
OH 44107

Carolyn Spath;
216-221-1141;
cspath@uakron.edu

Student Administrative Assistant

$8.10

10-15

Job description: Serves as front desk receptionist completing daily, general office work that includes answering multi-line phone, scheduling appointments, making copies, entering data, preparing mailings and collating materials. As the front desk student assistant, you will greet and assist current/ prospective students, faculty and clients. Reporting to the Administrative Assistant, you will operate office equipment, including a computer. You will also be responsible for proctoring tests. Special projects will be assigned on a regular basis.

Desired skills and qualifications: Working knowledge of basic office equipment and computer software packages including MS Office Suite. Willingness to learn or be trained on other software programs used by the department. Strong interpersonal and organizational skills, ability to pay attention to detail and exhibit a neat appearance. Demonstrate strong communication skills

start in the summer of 2015.

Posted 4/1/15
Center for Academic Advising and Student Success (CAASS)-Simmons Hall 301

Simmons Hall 301

Martha Vang, Retention Coordinator
330-972-5723
Martha.Vang@uakron.edu

Tutor Mentor

$8.10

15-20 hours per week

Job description
The Tutor Mentor will serve as a role model, support system, mentor, and life coach to first-year students. The Tutor Mentor is responsible for mentoring, supporting, tutoring, and coaching students in various first-year programs, specifically the Running Start Summer Bridge program. The Tutor Mentor will work with assigned students (one-on-one and/or in small groups) to help identify barriers to post-secondary success and strategies to successfully navigate these barriers. The Tutor Mentor will be tasked with providing academic assistance to students in need of help. The Tutor Mentor will also work sociocultural and service learning events.

Essential Duties
- Serve as a mentor,
support system, and coach for assigned students.
- Tutor in areas of expertise related to the STEM fields.
- Provide study skills and strategies for studying and test taking.
- Manage classroom/space used for tutoring.
- Develop rapport with students to help build academic accountability.
- Coach students on how to communicate with professors and instructors.
- Meet one-on-one and in small groups for mentoring sessions with assigned students.
- Setup for sociocultural events.
- Scan students at sociocultural events.
- Make and bag popcorn using the popcorn machine.
- Complete required paperwork and documentation.
- Meet with program staff to update on student status.
- Make necessary referrals to program administration and/or internal support services.

Desired skills and qualifications
- Prefer a student majoring in science, technology, engineering, education, medicine, or mathematics (STEM).
- Must have successfully completed one of the following options:
  i. Intermediate Algebra, College Algebra, and Precalculus,
  ii. Calculus I or Calculus II
with at least a “B” grade,

iii. Tested directly into Calculus or higher

iv. Basics Statistics or Statistics for Everyday Life with at least a “B” grade.

- Must have at least a 2.75 cumulative G.P.A.
- Experience mentoring or tutoring diverse college and/or high school students preferred.
- Must possess the experience and ability to tutor and mentor first-year, diverse students studying the STEM disciplines at UA.
- Ability to work independently required.

What skills will the student develop?
- Mentoring by developing rapport with a caseload of students.
- Designing and teaching students skills for post-secondary success outside of the classroom.
- Tutoring and designing additional academic curriculum to support students outside of the classroom.
- Note taking.
- Communicating.
- Time management.
- Teamwork and collaboration.

Job application instructions
- Apply at Tutor Mentor Application
- Resume required and can be attached via the application link.

Additional information
- Mandatory Trainings June 4th and June 5th
Center for Child Development  |  108 Fir Hill  |  Sandi Goodrich, Assistant Director, Ext 2352, sg102@uakron.edu  |  Student Assistant  |  $8.10  |  29 hours per week

- Tutor Mentor tentative work schedule with summer bridge participants:
  i. Summer work is during Summer Eight Week Session (June 7th through July 31st)
  ii. Sunday, June 8th—Assist with move in day and orientation
  iii. Monday through Friday general work schedule is from 4:00p-8:00p

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**Job description:** Assist in the classrooms, kitchen or office as needed

**Desired skills and qualifications** – Coursework in Early Childhood, Child Development, or related fields

**What skills will the student develop?** Teamwork, nurturing young children

**Job application instructions:** Stop in the Center for an application. Return completed application with a resume and an up-to-date transcript (unofficial is fine)

**Additional information:** times needed Candidates need to be energetic and flexible, able to adapt to changes and personalities.

*Posted 3/20/15*

*Posted 3/13/15*
<table>
<thead>
<tr>
<th>Physical Facilities</th>
<th>146 Hill St.</th>
<th>Stacie Gabelman (330) 972-2480 <a href="mailto:sgabelman@uakron.edu">sgabelman@uakron.edu</a></th>
<th>Student Assistant</th>
<th>$8.20</th>
<th>Physical Facilities is open Monday – Friday 7:00am – 4:00pm. Shift schedule available between those hours. Physical Facilities is open throughout the semester and summer. Summer availability needed. <strong>Job description:</strong> Perform a variety of office support functions including; data entry, invoice processing, visa procurement, and utility charges. <strong>Desired skills and qualifications:</strong> Proficiency in Excel required. Must be dependable, hardworking, and honest. <strong>Job application instructions:</strong> Send resume to Stacie Gabelman at <a href="mailto:sgabelman@uakron.edu">sgabelman@uakron.edu</a> Posted 3/11/15</th>
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<tbody>
<tr>
<td>Student Academic Success Polsky tutoring Labs</td>
<td>Andrew Richardson 330-972-5480 <a href="mailto:acr1@uakron.edu">acr1@uakron.edu</a></td>
<td>Student Assistant</td>
<td>$8.10 per hour to start</td>
<td>Varies, but seeking serious candidates willing to work at least ten hours per week with good availability several days per week between 9:00 a.m. and 2:00 p.m. <strong>Job description:</strong> Student assistants at our reception desk are the backbone of our team, as they are responsible for scheduling appointments for our tutors, running our computer software program, controlling the flow of students into the labs, and managing the phone. <strong>Qualified candidates:</strong>  • are undergraduate students enrolled in 12 or more credits each semester while employed;  • have morning and early afternoon availability several days per week;  • are willing to work at least ten hours per week;  • have a strong work ethic and a commitment to doing tasks the right way;  • have an outgoing, friendly personality;</td>
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are able to multi-task under a variety of circumstances;  
are detail oriented;  
possess excellent verbal and written communication skills;  
are driven to be a successful, contributing member of a team; and  
have a 3.0 or better cumulative GPA.

**Job application instructions:**  
Obtain and complete an application packet from Mr. Andrew Richardson, Coordinator, Tutorial Services at acr1@uakron.edu. Applicants must submit a resume as part of the items requested in the application instructions and packet.

**Additional information:** times needed: Morning and early afternoon availability a plus.

**Posted 3/9/15**

<table>
<thead>
<tr>
<th>Student Academic Success</th>
<th>Polsky 332</th>
<th>Andrew Richardson</th>
<th>Writing Peer Tutor/Student Assistant</th>
<th>$8.10/hour with raises as training levels completed each semester</th>
<th>Varies by individual tutor and availability</th>
<th>Job description: Provide structured tutoring sessions for students who need assistance with writing assignments in the Polsky Writing Lab; Assist students at main check-in desk with making appointments and checking in; Attend training sessions and staff meetings. All new peer tutors MUST be available Thursdays from 8:00 – 9:00 a.m. for meetings and trainings.</th>
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<tr>
<td><strong>Qualified candidates:</strong></td>
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</table>
• are undergraduate students enrolled in 12 or more credits each semester while employed;  
• have completed English Composition I and II with an A or A-;  
• have a 3.0 or better cumulative GPA;  
• have morning and early afternoon availability several days per week;  
• are willing to work at least ten classes per week. |
<table>
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<th>Job Application Instructions</th>
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<tr>
<td><strong>Job application instructions:</strong> Obtain and complete a Peer Tutoring Application Packet from Andrew Richardson, Coordinator, Tutorial Services at <a href="mailto:acr1@uakron.edu">acr1@uakron.edu</a>. Applicants must submit a resume in addition to the items requested in the Application Packet, and a math skills assessment is part of the interview process.</td>
<td><strong>Additional information:</strong> Several blocks of morning and early afternoon availability required. All majors are encouraged to apply. Education majors in all licensure areas and Honors students are especially encouraged to apply.</td>
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<td>• are available and willing to participate in paid tutor training on Thursdays from 8:00-9:00 a.m.  • possess excellent verbal and written communication skills;  • have a strong work ethic and a commitment to doing tasks the right way;  • have an outgoing, friendly personality; and  • are driven to be a successful, contributing member of a team.</td>
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| Student Academic Success | Polsky 332 | Andrew Richardson, Coordinator of Tutorial Services; 330-972-5480; acr1@uakron.edu | Math Peer Tutor/Student Assistant | $8.10/hour with raises as training levels completed each semester | Varies by individual tutor and availability | **Job description:** Provide structured tutoring sessions for students who find math difficult in the Polsky Math Lab; Assist students at main check-in desk with making appointments and checking in; Attend training sessions and staff meetings. All new peer tutors MUST be available Thursdays from 8:00 – 9:00 a.m. for meetings and trainings. **Qualified candidates:** • are undergraduate students enrolled in 12 or more credits each semester while employed; • have completed Precalculus (or a higher level math course) with a B+ or higher • have a 3.0 or better cumulative GPA; • have morning and early afternoon availability several days per week; • are willing to work at least ten hours per week; • are available and willing to participate in paid tutor training on Thursdays from 8:00-9:00 a.m. • possess excellent verbal and written communication skills; • have a strong work ethic and a commitment to doing tasks the right way; • have an outgoing, friendly personality; and • are driven to be a successful, contributing member of a team. **Job application instructions:** Obtain and complete a Peer Tutoring Application Packet from Andrew Richardson, Coordinator, Tutorial Services at acr1@uakron.edu. Applicants
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Additional information:
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Posted 3/9/15

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<thead>
<tr>
<th>Job title</th>
<th>Location</th>
<th>Contact Person</th>
<th>Job Title</th>
<th>Pay Rate</th>
<th>Work Schedule</th>
<th>Job Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation</td>
<td>Simmons Hall 209</td>
<td>Carly DeBord, (330) 972-7675, <a href="mailto:carly@uakron.edu">carly@uakron.edu</a></td>
<td>Student Assistant</td>
<td>$8.10</td>
<td>10 to 30 (30 during the summer only)</td>
<td>This is a seasonal position for the summer only. Our student assistants will help in the office by answering phones, making copies, running campus errands, inputting data into PeopleSoft, and providing exceptional customer service. Our student assistants will also assist with check in and placement testing on all orientation program days, reporting to work by 7:15 a.m.</td>
</tr>
</tbody>
</table>

Desired skills and qualifications: Student must be dependable, punctual, customer-service oriented, willing to learn new things, and hard working. Student must have ability to communicate orientation information and policies to guests on the phone and in person. Student must be an undergraduate that will be able to work this summer. Minimum cumulative GPA of 2.5 required.
What skills will the student develop? Student will develop excellent customer service skills and the ability to function successfully in a highly detail-oriented environment.

Job application instructions: Student needs to submit a resume via email to Carly DeBord at carly@uakron.edu. After the resume is received and reviewed, a set of preliminary questions will be sent to the applicant. Interviews will be granted based on the resume and the preliminary questions.

Additional information: Start date for this position will be during the week of Monday, May 4; applications are due on Thursday, April 30. We are hiring specifically for additional help as the Orientation season begins and the position would only run through August 30th, 2015. If help is needed beyond August 30th, employment for the following fall and spring semester may be discussed but is not guaranteed. Student may take summer courses.

Posted 3/9/15 (Updated 4/8/15)
| UAPD, EOHS and Locking Systems | Jeanah Alexander  
Dept. Systems Administrator  
330-972-6786  
Email: Jeanah@uakron.edu | Student Assistant | $8.50 | 15-20 hours per week | **Job Description:**  
a. Provides technical assistance and support related to computer systems, hardware or software.  
b. Troubleshoot, install, modify, or repair computer hardware and software.  
c. Monitor and respond quickly and effectively to user requests.  
d. Manage and maintain inventory of all equipment.  
e. Update or create and maintain training documents.  
f. Organize backup equipment, cabling, etc.  
g. Assist Systems Administrator with other duties as needed.  

**Desired skills and qualifications:**  
a. Microsoft Windows 7 and 8  
b. Microsoft Office  
c. PC hardware, printers, scanners, and computer peripherals  
d. Client PC connectivity – Ethernet, TCP/IP, VPN  
e. Strong customer service and troubleshooting skills  
f. Ability to communicate technical information, both verbal and written, to a wide range of end users  
g. Familiarity with scripting (e.g., Powershell, Bash). Programming experience a plus.  

**What skills will the student develop?** This position will aim to prepare them for a career in Information Technology by exposing them to all facets of a position in the field.  

**Job application instructions:**
| Student Life | Student Union | Kalyn Jorgensen, 330-972-6504, sugradasst5@uakron.edu | Student Organization Resource Center (SOuRCe) Liaison | $8.10 | 10-20 hours per week | Please submit a resume and any supporting projects that may have been completed relating to this type of work. | Posted 3/6/15 |

**SOuRCe Liaisons** report to the SOuRCe Student Manager, Graduate Assistant(s) for the SOuRCe and the Coordinator, Civic Engagement. SOuRCe Liaisons are part of the SOuRCe staff, which works to provide the resources necessary for organizations to have a successful year and to promote involvement while creating opportunities for students to actively engage in campus life. The goals of the SOuRCe Team are to enhance growth and individual involvement in student organizations on campus, along with increasing retention.

**Responsibilities:**
Characteristics, duties and responsibilities of a SOuRCe Liaison include:
- **Customer Service:**
  Provide timely, courteous and professional service to student organization and campus community.
- **Administrative:**
  SOuRCe Liaisons will assist in processing Travel and Project Application documents and will serve as a
resource to organizations needing assistance with filling out the correct documents. Liaisons will be responsible for following SOuRGe procedures as they related to accepting these documents from student organizations.

- Liaison: Each member of the SOuRGe Team will serve as a direct liaison to 30-35 student organizations. As a Liaison, they will help organizations meet their goals and create a connection between organizations and the Department of Student Life. SOuRGe Liaisons will serve as a "point-person" for concerns from student organizations and their members after the end of the business day, along with other hours as needed. SOuRGe Liaisons will be able to work with organizations on revising constitutions, managing finances, and will provide general information regarding serving as a student leader. They will be responsible for appropriate follow-up with the Student Manager, Graduate Assistants, and/or professional staff members.

- Planning: SOuRGe Liaisons will assist in the planning, implementing, and evaluation of SOuRGe programs and events. Liaisons will also develop programs that enhance student organizations on campus (workshops, orientation sessions, etc.).

- Communication: Investigate and implement ways to enhance communication and collaboration between student
organizations. Liaisons will work frequently with student organization leaders and advisors via email and phone. Additionally, Liaisons will attend weekly SOuRCe Staff Meetings and bi-annual Department Retreats.

- **Finances:** This requires knowledge of Microsoft Excel and in general, Microsoft Office. Training for the University systems are provided.
  - **Process of Financial Paperwork** – Includes deposits, on campus requisitions, direct payments, and all other financial related tasks affiliated with this paperwork.
  - **Oversight of VISA Binder** – ensure that VISA binder is current and up to date
- **Training:** Participate in SOuRCe trainings and participate in all SOuRCe Staff Meeting in order to stay up to date on new policies and regulations affecting the SOuRCe and our student organizations. Training will include: the Department’s L.E.G.O. Orientations Program, customer service, Major Event Policy, utilizing the VISA system, the UAF funding process, and general SOuRCe specific orientation.
- **OrgSync:** Assist in training organization leaders and students on the system. Is additionally knowledgeable of the features and provides troubleshooting support when needed.
- **L.E.G.O. Program:** Be an active participant in the L.E.G.O. Program by attending mentor
sessions with a full-time staff member or Graduate Assistant to enhance professional development and personal growth.
- **Assessment:** Assist in the development and implementation of surveys and evaluations for the SOuRCe Liaison Program, office, and various events.
- **Other Duties:** Assist the Graduate Assistant(s) for the SOuRCe and Student Manager with other duties as assigned.

**Desired skills and qualifications:**
- Must be an active member of at least one (1) registered student organization.
- Must be enrolled in 12 credit hours and have and maintain 2.0 accumulative G.P.A.
- Able and willing to work at least 10 hours/week. Hours will be divided between daytime hours and evening hours at the SOuRCe.
- Be friendly, enthusiastic and a self-motivator who is customer service oriented. Possess strong presentation skills along with the ability to assist others in preparing presentations.
- Polite, friendly, and dedicated to work with others and display a positive attitude toward the Student Union, its mission statement, and The University of Akron.

12. **Job application instructions:**
   
   Materials Required to Apply:
• Fill out the Department of Student Life Application for Employment in person.
  o Applications can be picked up/returned to the CSL Administration Desk (across from the Game Room)
  o Important: Please write at the top of this application “SOuRCe Liaison”

*Additional Materials Required to Apply:*
• Resume
• Cover Letter

Please turn in these additional 2 pieces along with your Application for Employment to: CSL Administration Desk
-OR-
Email these additional 2 pieces to sugradasst5@uakron.edu. Subject: SOuRCe Liaison position

Deadline to apply: Thursday, March 12th by 5:00 pm

*Additional information:* Please contact Kalyn Jorgensen (sugradasst5@uakron.edu) with any questions.

*Posted 3/6/15*
<table>
<thead>
<tr>
<th>Dining Services, Catering</th>
<th>Student Union</th>
<th>Chef Matt Regula</th>
<th>Student Assistant, Dishwasher, kitchen help</th>
<th>Based on experience</th>
<th>Up to 29</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>330-972-8266 <a href="mailto:mregula@uakron.edu">mregula@uakron.edu</a></td>
<td></td>
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</tr>
</tbody>
</table>

**Job description:** Kitchen Prep, cooking, dishwashers
Preferred kitchen experience for kitchen help positions

**Job application instructions:**
Please email Chef Matt At mregula@uakron.edu with inquiries and include resume. Mention any relative experience in email

 Posted 2/16/15

<table>
<thead>
<tr>
<th>Parking and Transportation Services</th>
<th>North Campus Parking Deck</th>
<th>Main Office, (330) 972-7213, <a href="mailto:parking@uakron.edu">parking@uakron.edu</a></th>
<th>Special Event Worker</th>
<th>$8.10</th>
<th>Various Days / Nights / Weekends; 6+ hours / week, sign up around your class schedule, 7am to 1pm morning shift employees desired</th>
</tr>
</thead>
</table>

**Job description:** Charging for parking spaces during special events on main UA campus. Entails working outside in seasonal weather conditions; cold, heat, snow, rain.

**Desired skills and qualifications:** Excellent customer service, good verbal skills, positive attitude. Basic math / money handling skills as well as an attention to detail.

**What skills will the student develop?** Verbal communication, public relations, problem solving / critical thinking.

**Job application instructions:**
Complete an application at P&TS office N.C.P.D. next to Simmons Hall

 Posted 2/16/15

<table>
<thead>
<tr>
<th>Student Life</th>
<th>Student Union, Akron, OH 44325</th>
<th>Sarah Williams; 330-972-6259</th>
<th>Student Assistant: Web Designer</th>
<th>$8.10</th>
<th>10-20 hours per week</th>
</tr>
</thead>
</table>

**Job description:** Student Assistant: Web Designer reports to the Student Marketing Manager. The Student Marketing Manager and Marketing Supervisor have the
responsibility for overseeing the marketing functions for The Department of Student Life. The Student Assistant Web Designer supports the Student Marketing Manager and the Marketing Supervisor with campus clients, social media, digital signage, and web maintenance.

**Desired skills and qualifications:**

- Must be enrolled in at least 12 undergraduate credit hours. Must have and maintain 2.25 cumulative G.P.A.
- Pursuing a Bachelor degree at The University of Akron in an art field, preferably Graphic Design.
- Able and willing to work 10-20 hours/week
- Able and willing to work over Summer Break
- Experience with Adobe Creative Suites and Microsoft Office
- Excellent written and oral communication skills
- Demonstrated leadership ability
- Ability to work with minimal supervision, in a timely manner, and meet project deadlines
- Attention to detail
- Ability to provide polite and friendly customer service, and display a positive attitude toward the Student Union, its Vision
Statement, and The University of Akron.

- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.

Software Requirements:

- Beginners knowledge of HTML
- Experience with Adobe Creative Suite
- Experience with Microsoft Office
- Knowledge of photography, web design and layout
- Training on dotCMS (a web design program) and Digital Signage software will be provided

Job application instructions:

Materials Required to Apply:

- Fill out the Department of Student Life Application for Employment in person.
  - Applications can be picked up/returned to The Department of Student Life, Center for Service and Leadership Admin Desk (1st floor of The Student Union, across from the Game Room)
  - Important: Please write at the top of this application “SA: Web Designer”

Additional Materials Required to Apply:
• Resume
• Portfolio of 3-5 examples of previous work (PDF if applying online or Printouts if applying in person)

Please turn in these additional 2 pieces along with your Application for Employment to:
The Department of Student Life, Center for Service and Leadership Admin Desk (1st floor of The Student Union, across from the Game Room)

-OR-

Email these additional 2 pieces to sumarketingmgr@uakron.edu. Subject: Web Designer Position

Additional information:
Deadline to apply is Friday, March 6 by 12 p.m., interviews will be conducted the following week. Approximate starting date will be the beginning of April.

Posted 2/12/15

<table>
<thead>
<tr>
<th>Student Life</th>
<th>Student Union, Akron, OH 44325</th>
<th>Sarah Williams; 330-972-6259</th>
<th>Student Marketing Manager</th>
<th>$9.60</th>
<th>20-25 hours per week</th>
<th>Job description: The Student Marketing Manager reports to the Senior Associate Director, Student Life. The Student Marketing Manager has the responsibility for overseeing the marketing and student employees for the Department of Student Life. The Student Marketing Manager assists the Senior Associate Director, Student Life, in any necessary assignments related to marketing</th>
</tr>
</thead>
</table>
qualifications:

• Must be Undergraduate Student enrolled in at least 12 undergraduate credit hours. Must have and maintain 2.25 cumulative G.P.A.

• Able and willing to work 20-25 hours/week

• Able and willing to work over Summer Break

• Pursuing a Bachelor degree at The University of Akron in Graphic Design, and have passed the following courses: Production 1 (7100:289) and Typography 1 (7100:184)

• Experience with Microsoft Office products (Word, PowerPoint, Outlook, Excel)

• Experience with Adobe Creative Suite (InDesign, Photoshop, Illustrator) software

• Working knowledge of Dreamweaver, basic HTML, and Video.

• Training for dotCMS (The University of Akron’s Web Content Management System) and Digital Signage software will be provided

• Excellent written and oral communication skills.

• Demonstrated leadership ability

• Ability to work with minimal supervision, in a timely manner, and meet project deadlines.

• Ability to provide polite and friendly customer service, and
display a positive attitude toward the Student Union, its Vision Statement, and The University of Akron.

- Attention to detail.
- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.

**Job application instructions:**

Materials Required to Apply:

Fill out the Department of Student Life Application for Employment in person.

Applications can be picked up/returned to The Department of Student Life, Center for Service and Leadership Admin Desk (1st floor of The Student Union, across from the Game Room)

Important: Please write at the top of this application “Student Marketing Manager”

**Additional Materials Required to Apply:**

Resume

Cover Letter

Portfolio of 3-5 examples of previous work (PDF if applying online or Printouts if applying in person)

Please turn in these additional 3 pieces along with your Application for Employment to:

The Department of Student Life, Center for Service and
Leadership Admin Desk  
(1st floor of The Student Union, across from the Game Room)  
-OR-  
Email these additional 3 pieces to sumarketingmgr@uakron.edu. Subject: Student Marketing Manager  

**Additional information:**  
Deadline to apply is Friday, March 6 by 12 p.m., interviews will be conducted the following week. Approximate starting date will be the beginning of April.  

**Posted 2/12/15**

<table>
<thead>
<tr>
<th>Student Life</th>
<th>Student Union, Akron, OH 44325</th>
<th>Sarah Williams; 330-972-6259</th>
<th>Student Assistant Graphic Designer: Marketing</th>
<th>$8.10</th>
<th>10-20 hours per week</th>
</tr>
</thead>
</table>

**Job description:** Student Assistant Graphic Designer for Marketing reports to the Student Marketing Manager. The Student Marketing Manager and Marketing Supervisor have the responsibility for overseeing the marketing functions for The Department of Student Life. The Student Assistant Graphic Designer for Marketing supports the Student Marketing Manager and the Marketing Supervisor with campus events.  

**Desired skills and qualifications:**  
- Must be enrolled in at least 12 undergraduate credit hours. Must have and maintain 2.25 cumulative G.P.A.  
- Pursuing a Bachelor degree at The University of Akron in an art field, preferably Graphic
Updated 04/17/15

Design.
• Able and willing to work 10-20 hours/week
• Able and willing to work over Summer Break
• Experience with Adobe Creative Suites and Microsoft Office
• Excellent written and oral communication skills
• Demonstrated leadership ability
• Ability to work with minimal supervision, in a timely manner, and meet project deadlines
• Attention to detail
• Ability to provide polite and friendly customer service, and display a positive attitude toward the Student Union, its Vision Statement, and The University of Akron.
• Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.

Software Requirements:
• Experience with Adobe Creative Suite
• Experience with Microsoft Office
• Basic HTML and web design a plus
• Training for dotCMS (The University of Akron’s Web Content Management System) and Digital Signage software will
be provided.

**Materials Required to Apply:**

- Fill out the Department of Student Life Application for Employment in person.

- Applications can be picked up/returned to The Department of Student Life, Center for Service and Leadership Admin Desk (1st floor of The Student Union, across from the Game Room)

- Important: Please write at the top of this application “SA: Web Designer”

**Additional Materials Required to Apply:**

- Resume

- Portfolio of 3-5 examples of previous work (PDF if applying online or Printouts if applying in person)

Please turn in these additional 2 pieces along with your Application for Employment to:

The Department of Student Life, Center for Service and Leadership Admin Desk (1st floor of The Student Union, across from the Game Room)

-OR-

Email these additional 2 pieces to sumarketingmgr@uakron.edu. Subject: Web Designer Position

**Additional information:**

Deadline to apply is Friday,
<table>
<thead>
<tr>
<th><strong>Distance Learning Services</strong></th>
<th><strong>Leigh Hall</strong></th>
<th>Michelle Reed; <a href="mailto:michelle.reed@uakron.edu">michelle.reed@uakron.edu</a></th>
<th><strong>Classroom Student Assistant</strong></th>
<th><strong>$8.10</strong></th>
<th><strong>March 6 by 12 p.m., interviews will be conducted the following week. Approximate starting date will be the beginning of April.</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Job description:</strong></td>
<td><strong>Provide customer service in the Distance Learning Classroom; communicate with the staff.</strong></td>
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<tr>
<td><strong>Desired skills and qualifications:</strong></td>
<td>Outstanding customer service and communication skills, ambitious, quick thinking, assertive and confident, basic computer knowledge. Training will be provided.</td>
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</tr>
<tr>
<td><strong>Job application instructions:</strong></td>
<td>Send resume, references and available hours to <a href="mailto:michelle.reed@uakron.edu">michelle.reed@uakron.edu</a></td>
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<tr>
<td><strong>Posted 2/12/15</strong></td>
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<tr>
<td><strong>Physical Facilities Operations Center</strong></td>
<td><strong>146 Hill St. Akron, Oh 44325</strong></td>
<td>John Tompkins; 330-972-6147 <a href="mailto:jct@uakron.edu">jct@uakron.edu</a></td>
<td><strong>Stockroom Student Assistant</strong></td>
<td><strong>$8.10</strong></td>
<td><strong>Monday-Friday available between the hours of 7am-3:30pm</strong></td>
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<td><strong>Job Description:</strong> Assist in daily operations of stockroom, pick-up and delivery of goods, data entry, Microsoft Word and Excel.</td>
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<td><strong>Desired skills and qualifications:</strong> Valid driver’s license, clean driving record, clerical and phone skills. The ability to operate a variety of motor vehicles.</td>
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<td><strong>What skills will the student develop? Database software, interpersonal skills, teamwork base.</strong></td>
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<td></td>
<td><strong>Job Application Instructions:</strong> Send resume to <a href="mailto:jct@uakron.edu">jct@uakron.edu</a></td>
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<td></td>
<td><strong>Posted 10/22/14</strong></td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Various Akron Elementary Schools</td>
<td>Tanya Daniluk</td>
<td>Tutor</td>
<td>$10</td>
<td>flexible</td>
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<tr>
<td>OFF CAMPUS</td>
<td></td>
<td><a href="mailto:tanya3@uakron.edu">tanya3@uakron.edu</a></td>
<td>Reading, writing, math</td>
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</tbody>
</table>

Auxiliary Enterprises/Retail

| 120 East Mill Street Akron, Oh 44308 | Beck Pete | Custom Apparel student assistant | $8.00 | begin at 10 hours and may work up to 20 when necessary | Job Description: Running storefront and assisting customers, Designing t-shirts, taking part in marketing and promotional events, manning tables at special events, printing and embroidering clothing. |
|-------------------------------------|-----------|-------------------------------|-------|---------------------------------------------------| Desired skills/Qualifications: Significant graphic design experience, graphic design majors preferred, strong communication skills. |
|                                     | 330-972-8828 | bpete@uakron.edu |                          |          | Job application Instructions: Please send your resume to Becky Pete at bpete@uakron.edu, and contact her with any questions at 330-972-8828. |

Dining Services – University Catering

<table>
<thead>
<tr>
<th>Wait staff</th>
<th>Flexible Up to 28 hours per week between M-F 8:00 am – 5:00 pm</th>
<th>$7.95</th>
<th>Desired skills and qualifications</th>
<th>A little experience is preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Job application instructions Fill out an application in the dining administration office located in Robertson Hall and mention this ad.</td>
<td></td>
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</tr>
<tr>
<td>Department</td>
<td>Location</td>
<td>Position</td>
<td>Pay Rate</td>
<td>Hours</td>
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<tr>
<td><strong>Dining Services</strong></td>
<td>135 S Broadway</td>
<td>Student Assistant</td>
<td>$7.95/hour or more</td>
<td>average of 25 hours</td>
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<td></td>
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<td><strong>Job description:</strong> baking of items for dining outlets including cakes, breads and pastries, cleaning and stocking area, delivery of items to campus outlets</td>
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<tr>
<td></td>
<td></td>
<td><strong>Desired skills and qualifications:</strong> must be dependable, previous baking experience preferred, cake decorating experience a plus</td>
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<td></td>
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<td><strong>Skills you will develop:</strong> Team building, sanitary food-handling, time management</td>
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<tr>
<td></td>
<td></td>
<td><strong>Job application instructions:</strong> Apply in dining services administration offices. Rob’s, 248 E Buchtel Ave</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parking and Transportation Services</strong></td>
<td>North Campus Parking Deck</td>
<td>Campus Lot Monitor</td>
<td>$7.95</td>
<td>Monday – Friday 4 hour shifts available between 8am and 5pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Job description:</strong> Use handheld computer equipment to issue parking citations on the main UA campus. Entails walking the campus checking for permit compliance and offering visitor assistance.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td><strong>Desired skills and qualifications:</strong> Excellent customer service, good verbal skills, positive attitude. Basic</td>
<td></td>
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</tr>
<tr>
<td><strong>Dining Services</strong></td>
<td>Stadium suit and Loge attendants and bartenders</td>
<td>$10 (must commit to ALL games)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><strong>Application instructions:</strong> The candidates for bartending should be at least 21 years old and have some experience. The candidates, for both positions, also should be available for all 6 games (see games schedule)</td>
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<tr>
<td></td>
<td></td>
<td><strong>Job application instructions:</strong> The students can apply at the Dining Services admin. Office in the Robertson dining hall building.</td>
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<td></td>
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<td><strong>Posted Date:</strong> 7.1.2014</td>
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</tbody>
</table>
Check our web-site often for updates.

There are a lot of positions posted on our Off-Campus Employment list
(as a reminder, international students are NOT eligible for part-time Off-campus employment)

Get advantage over competition – get your resume reviewed by Career Center!
Stop by our office during walk-in hours or call 330-972-7747 to schedule an appointment. Visit [web-site](https://example.com) for more information, resume samples, and interview tips.