

Student Employment Classifieds

2009-2010

<http://www.monm.edu/financial-aid/work-study.htm>

Last Updated: November 4, 2009

Opportunities for Student Employment are now Available!

In these Classifieds, as in any, you will find the names, locations and phone numbers of employers along with a brief description of the position or skills needed for a position. Please utilize these classifieds to aid you in your search for on-campus employment. If you have any questions or concerns, please come to the Financial Aid Office on the main floor of Poling Hall.

These Classifieds will be updated as needed to bring you the latest information on positions available on campus. At the beginning of each semester the list may be significantly longer than at other times. Please continue to monitor for the latest information and availability of positions.

Please be aware, that in most cases, priority in hiring for positions will be given to students who qualify for Federal Work-study as part of their financial aid award.

Community Service Tutors

Lincoln Intermediate School
located on South 11th St.
(approximately four blocks from campus)
will be operating a "Homework Club" for
children in grades 4th, 5th and 6th.

Willetts Primary School
located on the corner of
Broadway and E streets
(five blocks west of the town square)
For children in grades K, 1st, 2nd and 3rd will
have a similar program.

College students who are work study eligible
and interested in being
tutors for this program should be
available to work from 3 to 4 pm on Monday
and Wednesday afternoons or
from 2-4 Tuesday and Thursday afternoons

Your timecards will be approved by the
supervising teacher/administrator at the local
school, however your wages will be paid by
the college.

Homework Club is expected to start soon.

If interested, please contact the Financial Aid
Office immediately at #2129 or stop by the
office in Poling Hall.

**NOTICE TO ALL
STUDENT EMPLOYEES:
Proper Federal and State
Employment Forms including
I-9 and W-4 forms must be
completed by each student
PRIOR TO WORKING.**

**Once paperwork has been
completed with the Personnel
Office, access to an on-line
electronic time-entry card
will be provided.**

**No student is to work without
first completing forms and
having gained on-line access.**

The Office of Student Publications is
seeking qualified students to fill various
editorial and management positions on the
Monmouth College student newspaper, *The
Courier*, and the Monmouth College
literary/arts publication, *Coil*.

Specifically, the newspaper is looking for a
news editor for the fall semester only who
can write, edit, and coordinate news
coverage and manage staff writers.

The student publications office is also
seeking a qualified student to fill the
position of editor and
assistant editor for *Coil*

Interested students should contact Jane
Carlson, director of student publications,
at jcarlson@monm.edu

Campus Dining Services

has positions available at the Main dining
room, Scotland Yard, the Underground
Café, Huff Athletic Center and
Hewes Library Coffee Shop

Apply in person to Bruce Cvancara at the
Stockdale Center for a position.

STUDENT PHONATHON CALLER

The development office is accepting
applications for the position of Student
Phonathon Caller. The phonathon call
center is one of the most exciting and
rewarding places to work on campus. This
job will provide you with valuable marketing
and public relations experience that will
enhance your resume and give you skills to
last a lifetime. This is one of the few student
positions on campus that is available for
students who do not qualify for work-study.

Through the phonathon call center, we
personally contact thousands of Monmouth
College graduates, parents, and friends each
year. Our purpose is twofold. First, we want
to build and strengthen the relationship
between alumni and the College. Second, we
talk to them about the importance of
supporting Monmouth College financially so
that the college can continue to provide a
great experience for all students.

Student Caller expectations and requirements:

- Ø You must have a deep respect and
appreciation for Monmouth College.
- Ø You must be enthusiastic and reliable.
- Ø You must have a confident and
professional demeanor.
- Ø You must have strong communication
skills and an excellent phone voice.
- Ø You must be able to ask people for
money with confidence.
- Ø You must commit to working no less
than two calling shifts per week.
- Ø Spring calling will be from January 25
through April 8.

**You may apply in person the lower level of
the Admission/College Relations building.**

Download the phonathon application at:
www.monm.edu/pdf/2009/phonathon.pdf

**Contact Susan Savage, Director of Annual
Giving at savage@monm.edu or by phone
at 457-2337 with questions.**

The Office of Residence Life and Housing is inviting applications for the position of a **Resident Assistant in a Women's Theme house**. Candidates are expected to have a GPA of 2.5 and above with no disciplinary record. Further terms and conditions will be discussed at the time of interview. Please contact Tammy Boock in the Office of Residence Life, Poling Hall for an application packet.

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Employment Opportunities for the 2010 Census

Census Taker (Enumerator) positions

- Locate households
- Update address lists
- Explain the purpose of the census
- Conduct interviews with respondents
- Record responses
- Meet with Crew Leaders

For more information call 1-866-861-2010
The US Census Bureau is a private employer.
Monmouth College does not serve as the employer for these positions.

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Multimedia Assistants Needed!

Instructional Technology/
Audio-Visual Services
needs students willing to assist with
classroom and campus events.

Please contact Chris Buban,
Email: cbuban@monm.edu or ph# 2193.
The IT/AV Services Office is located
in Hewes Library.

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For positions with our **Physical Plant/
Maintenance Staff** please contact
Rod Smith at #2146

Positions available include: Grounds,
Clerical and Utility positions. The positions
require a variety of job tasks such as mowing,
weed eating, landscaping, moving heavy
furniture, trash removal, setups (tables and
chairs) and anything associated with the
maintenance department.

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Campus **Chaplain's Office** seeks **Student
Assistant** to help with bulletin boards,
copying, distribution of fliers, and other tasks
in support of campus religious and spiritual
life programs.

Position Filled

For local part-time job openings:

Log on to WackerleTrack
(www.monm.edu/wackerletrack),
Monmouth College's own online career
center.

Click on "jobs/internships".

Select "WackerleTrack
jobs/internships".

Choose "Part-Time Jobs" in the
Position Type drop down menu.

(If you are new to WackerleTrack, you will
need to complete a free registration at:
www.monm.edu/wackerletrack before
viewing positions.)

Contact the Wackerle Career and Leadership
Center with questions (ext. 2115).

To discuss your
qualifications for becoming a
Chemistry Lab Assistant,

please contact Prof. Audra Sostarecz
in his office in HT Rm. 302
or by phone at 2252

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If you are interested in being a
Departmental Assistant

in the Classics Department or have the skills
necessary to provide **Latin tutoring**, please
see Prof. Tom Sienkewicz
at his office in Wallace Hall Room #101
or phone him at 2371.

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For students interested in working
for the **Physics Department,**
see Dr. Chris Fasano.
His office is in HT Rm. 107
or email cfasano@monm.edu

The Physics Dept. is looking for an
Office Assistant/Lab Cleaner, and Lab
Assistants for Astronomy and
Introductory Physics

Applicants for the Lab Assistant positions
must have experience i.e. have taken or be
taking the Introductory Physics sequence
(Physics 130 and/or Physics 132
and/or Physics 134).

Admission Office

Position Filled

Positions include:
Admission Representative Assistants
General Office Assistants
Phone Team (Telecounseling) Assistants

If interested, please contact
Sherrie Brooks at #2131 or
sbrooks@monm.edu

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Educational Studies is looking to fill several
positions in the office with work times
anytime between 8am - 5pm

Position Filled

To let us know you are interested and discuss
possibilities, contact Teresa Nelson at 2340,
or stop by Room 209, Wallace Hall.

Music Department

seeks talented and hard-working individuals
with a deep knowledge of and appreciation
for music to provide a variety of clerical,
public relations, and recruiting services
relating to the administration of the academic
and performance components of the
department.

Position Filled

Interested students
contact Ian Moschenross, at
ianjm@monm.edu or at ext. 2172.

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Office of College Relations

The Office of College Relations has
positions open which deal directly
with the maintenance of
Alumni and Development Records.

Position Filled

Applicants need to be able to work
independently performing detailed
data entry projects. They must
possess a high level of computer
skills for data entry
and be very accurate and dependable.
Other office duties would be
assigned as needed.

To request an interview
contact Terry Hanson
at 2336 or via email at
thanson@monm.edu

The **History Department** is looking for one or more students (for a total of ten hours a week) to work on assorted projects for the History faculty.

Position Filled

The job will include making copies, constructing the History bulletin boards, helping with mailings, running on-campus errands, and generally being agreeable, dependable, and an all-around good assistant to the secretary in the basement of Wallace Hall. If you are interested, please email Dr. Simon Cordery, Chair of the History Department (simon@monm.edu), and explain why you'd be perfect for this job!

For various positions in the **Art Department** please see

Position Filled

Prof. Cheryl Meeker in Office # 214 McMichael Academic Jobs require physical duties that are often dirty.

Excellent computer skills required. Persons interested in pursuing Christian ministry or youth ministry will be given priority consideration.

Position Filled

If interested, please see Rev. Dr. Kathleen Fannin in her office in the Weeks House located at 1002 East Broadway or ph# 2380

The **Communication Studies Department** is looking for one or more students (for a total of eight hours a week) to work on a variety of projects for the faculty.

Position Filled

The job will include making copies, typing, filing, running errands on-campus (and sometime special department related projects), and generally being helpful, dependable, and fun. Experience withspreadsheets or creating web pages is helpful but not essential.

If you are interested in applying for one of these positions, please contact Dr. Lee McGaan, Chair of the Communication Department at his office (WH308 ph. 2155) or by email (lee@monm.edu).

The Stockdale Center is looking for students to fill the position of **Switchboard Assistants**

Position Filled

Previous experience in an office environment is preferred. Hours available are between the hours of 8am – 4pm Monday – Friday. If interested in applying for one of these positions, contact Dian Henson in the Stockdale Center Office or by phone at 2345.

Theatre Costumers Wanted

Position Filled

Experience preferred but will train. Applicants should be experienced in the use of sewing machines. Please contact Prof. Doug Rankin via email to arrange an interview. drankin@monm.edu

Positions are currently available in the **Hewes Library**.

Position Filled

Please stop in to fill out an application. A copy of your class schedule will be needed. Contact Rose Dillard at 2188 with questions.

Theatre Carpenters Wanted

Position Filled

Experience preferred. Applicants should be experienced in the use of hand and power tools. Please contact Prof. Doug Rankin via email to arrange an interview drankin@monm.edu

Student Lab Help Desk

The Lab Help Desk Assistant will be answering calls/emails from students in the labs on campus, then going to labs and helping students with any problems they've reported; specifically printing issues. Currently only evening hours (6pm - midnight) are available.

Position Filled

Please contact Patte Shallenberger in the Information Systems Office (located 1st floor of the library, directly across from the coffee shop in glassed in area) or phone her at #2106

Campus Services are in need of student employees for the positions of **Mail Room Assistant**

Position Filled

Please see Bill Haas in the Lower Level of Poling Hall Room #21 or ph# 2126

Sports Information

Various help needed in the Sports Information Department.

Position Filled

Available jobs will include, but are not limited to - office work, video camera operators, monitoring internet feeds, scoreboard operators, public address announcer, statisticians, photography and general game management. Some knowledge of sports is helpful, but not necessary. Workers are needed immediately. To apply see Dan Nolan in the Lower Level of Poling Hall or phone 2322.

The **Business Office/Accounts Payable** department is in need of someone to help with filing for approximately four hours per week.

Position Filled

Knowing your ABC's and 123's is important! Please contact Lou Jensen in the lower level of Poling Hall or ph#2123.

Physical Education (Football Program)

Position Filled

Contact Dave Ragone at 2178 or at dragone@monm.edu

Looking for Video Coordinators for the highly successful football program. Students need to be available from 3pm – 5pm on Tuesday, Wednesday, Thursday and Saturday.

Males or Females are encouraged to apply; especially those interested in coaching.

The *Math Department* is looking for a student worker to serve as a **Grader for Statistics**.

Position Filled

If you are interested in this position, please contact Marjorie Bond at mebond@monm.edu

Get a feel for what it is really like to be in an **office support staff position** (is available to all eligible freshmen and sophomores) or a **Program Assistant** (available to eligible juniors and seniors) – **Office of Intercultural Life**. You will be actively participating in the following activities:

Position Filled

- Assist in organizing intercultural events, i.e., host family dinner, cultural festival
- Create publicity and marketing for intercultural programs
- Research and coordinate speakers
- Develop a program resource manual for Intercultural Life
- Develop resources for campus programming – Balkans & Africa
- Assist in creating a Scholar in Residence Program
- Assist with the development of the host family program
- Research leadership development opportunities for minority and international students
- Coordinate special events, i.e. Homecoming, Family Week, Orientation
- Pick up/drop off speakers and drive as needed.

Position Filled

Application Procedures, Contact:
Ruby Pentsil-Bukari
Director of Intercultural Life
Monmouth College
700 E. Broadway
Monmouth, IL 61462
rpentsilbukari@monm.edu
309-457-2113/2114

Clerical help is needed in the HT Science Building

Position Filled

If interested please see Nancy St. Ledger in Room #205 or phone her at #2351.

Dr. Stacy Cordery, the **Curator of the Monmouth College Archives**, is looking for one or two students (for a total of eight hours a week) with an *interest in historic preservation and archiving*.

Position Filled

The student-worker will learn about the Monmouth College Archives, keep track of the supplies as they are used, and assist with various projects, including filing. You *must* be able to work independently and alone. Above all, you must be trustworthy! If you have an interest in archiving and history, please stop by Dr. Cordery's office (Wallace Hall, L-6) and speak with her in person.

Wanted: Theatre Business Manager.
Contact Doug Rankin: drankin@monm.edu

Position Filled

Duties include printing programs and tickets; doing season mailings; database entry; box office management. No experience necessary, but experience in business or accounting a plus.

For positions in the **Biology Department** please contact Kathy Mainz at her office in HT Rm. 401 or by phone at 2361.

Position Filled

Positions available include Dishwashers, Greenhouse Assistant, Field Assistant and Lab Assistants.

The **Office of Academic Affairs** is in need of student employees for the position of **Office Assistant** Up to 10 hrs. per week

Position Filled

Please see Leah McLaren in the Academic Affairs Office, located on the first floor of Wallace Hall Ph # 2325

Modern Foreign Languages department is looking for someone who can serve as a departmental assistant.

Position Filled

Job responsibilities include office work such as making copies, organizing bulletin boards, etc.

If you are interested in this position, please contact Heather Brady, chair of MFL at extension #2347.

The *Wackerle Career and Leadership Center* is seeking reliable, organized and professional individuals to fill **Career Assistant** positions. Career Assistants fulfill a variety of assignments, including:

Position Filled

- Educate and advise others on career services and programs
- Provide initial critiques of resumes and cover letters
- Assist in development, coordination and management of programs and events
- Build and maintain professional relationships with constituents
- Execute administrative tasks, including data collection, copying, filing, preparing mailings, etc.

For a complete job description and list of qualifications, stop by the Wackerle Career and Leadership Center on the second floor of Poling Hall.

Communications Office Assistant

The Office of College Communications is seeking a student assistant to prepare hometown news releases and perform routine office tasks such as clipping newspapers, photocopying and filing.

Position Filled

Approximately 6 hours per week, which are flexible to fit your schedule. Must be reliable, organized and able to work independently with minimal supervision. Good writing skills are desirable.

Please email Jeff Rankin, director of communications (jeffr@monm.edu), with a brief description of who you are, what skills or experience you may possess and what your availability might be.

Positions in Huff Athletic Center are Available!

If interested in working the Huff Athletic Center, please contact Mark Vershaw in the athletic office, email

Position Filled

mvershaw@monm.edu or phone# 2228. Hiring priority will be given to lifeguards and workers with work-study eligibility.