
Work Study Open Positions

Department Job Title Job Description

Admissions

Admissions Assistant

Assist Admissions Counselor with servicing students and their families throughout the admissions process. Assist with the correspondence and communication between RU students, administration, faculty, high school guidance counselors and others. There is a LARGE clerical component to the job. Requirements: Excellent organizational skills, phone skills, and PRO-Rockhurst attitude. Experience preferred in customer service and having knowledge of Microsoft Office (Word/Excel). Having office and sales experience are all a plus! Being enthusiastic about Rockhurst is an advantage. Hours: Will work with your schedule. Hours are very flexible. (8/05)

Contact Person: Nate Elliott 501-4542

Location: Massman 221

Admissions TeleCounseling Team

The purpose of the Tele-counseling team is to aid current high school students in their college choice. By making contact via phone calls, the team assists prospective students by providing them with information about all academic and personal aspects of life at RU, as well as helps them plan for pivotal decisions about their college lives. By building rapport with the students, they learn from trusted students who are currently enrolled at RU about what to expect when they finally do arrive on campus

Contact Person: Nate Elliott 501-4542

Location: Massman 221

Assessment Office

Assessment Analyst

Works closely with the Assessment Analyst within the Office for University Assessment. Performs basic research and statistical analysis. Helps prepare and administer surveys. Assists in report and correspondence preparation and distribution. Files and answers phone as necessary.

Contact Person: Bill Bassett 501-4122

Location: VA 207

Biology

General office assistant and lab assistant

Requires ability to use a computer, punctuality, attention to detail, ability to follow directions to use equipment (dishwasher, autoclave, etc.) No experience needed. Days M-F, flexible times. (5/04)

Contact Person: Dr. Mary Haskins 501-4006

Location: Richardson 220B

Department Job Title Job Description

Insect Collection Assistant

Student needed to collect insects and organize the insect collection. Some zoology would be helpful but not necessary. Training will be provided. Hours: M-F flexible within the week. (5/04)

Contac Person: Mary Haskins 501-4006

Location: Richardson 220B

Lab Assistant

Responsible for setting up and cleaning up materials to be used in the honors general biology I Laboratory.

Job tasks:

1. Making Chemical solutions
2. Gathering and moving supplies
3. Maintaining organization of the biology prep room
4. Identifying materials that need to be recorded.
5. Making paper models for some labs.
6. Helping prepare for student research projects

(8/05)

Contac Person: Laura Salem 501-3239

Location: Richardson 220D

Lab Assistant & Clerical Assistant

2 positions available in the Biology Department:

1. Lab Assistant - Make chemical solutions, gather and move supplies, maintain organization of the biology prep room, identify materials that need to be reordered, and make paper models for some labs.
2. Clerical Assistant - Assist with documents, through typing, copying, distributing, and mailing. Will also help gather and distribute materials for courses and maintain bulletin boards for the department.

(8/05)

Contac Person: Lisa Feizien 501-4045

Location: Richardson 220

Lab Assistant & Prep Room Assistant

2 positions available in the Biology Department:

1. Microbiology Lab Assistant - Make media and stains for lab, maintain lab, and train next year's (2006-2007) assistant.
2. Prep Room Assistant- Clean-up prep room, wash dishes-run dishwasher, and maintain prep room.

(8/05)

Contac Person: Janet Cooper 501-4237

Location: Richardson 220D

Department Job Title Job Description

Physiology Lab Assistant

Responsible for preparation and clean-up related to physiology (and anatomy) labs in the Biology Department. Set up physiology equipment before student labs. Prepare solutions, water, and ice baths. (8/05)

Contac Person: Elizabeth I. Evans 501-3193

Location: Richardson 202J

Plant Caretaker Assistant

Student needed to help care for live plants and departmental plant collection. Training will be provided. Hours: M-F flexible within the week. (5/04)

Contac Person: Mary Haskins 501-4006

Location: Richardson 220B

Biology Department**Invertebrate Zoology Assistant**

Go through insect collection; throw out damaged specimens; add pesticide strips; sort through the slides; help clean the lab and put things in order.

Contac Person: Mary Haskins 4006

Location: RICH 220H

Student Worker

The Biology Department is looking to fill six positions to perform clerical-type work and to clean the labs. No qualifications are required. Days and times are flexible. (8/03)

Contac Person: Marshall Andersen 501-4045

Location: Richardson 220A

Center for Arts and Letters**Office Assistant**

Job includes taking Center for Arts and Letters information to various campus buildings, posting Center information on campus bulletin boards, picking up mail, figuring box office receipts, maintaining scrapbook of Center's press clippings, etc. Prefer some basic computer skills but not required. Applicant must be dependable. Will work around student's schedule for one hour work each day Monday through Friday. (5/04)

Contac Person: Cynthia Cartwright 501-4607

Location: Sedgwick 109

Center for Service Learning

Department Job Title Job Description

Student Assistant

The student(s) is/are responsible for assisting in the Center for Service Learning with a focus on community service projects and the service transcript database. This position offers an opportunity to play an important role in meaningful service at Rockhurst. It is a great position for someone who likes an active, creative workplace with lots of opportunities to encourage community service among students. Student workers need to have good communication and problem-solving skills, flexibility, "can do" attitude and a commitment to service in the Jesuit tradition. Student(s) work with both the director and assistant director. Days and times are flexible within the 9:00 a.m. – 5:00 p.m. range.

Contac Person: Alexis Petri 501-4545

Location: Van Ackeren 210

Center for Teaching Excellence**CTE Office Assistant**

The CTE office assistant is responsible for sending out notices of CTE workshops, taking reservations for the workshops, coordinating with Sodexo for food services, cataloging and organizing the CTE library, assisting in data collection for CTE activities, and assisting in website management for CTE. The CTE office assistant reports to the Director of the Center for Teaching Excellence and assists the Director and the Instructional Design Consultant. (8/05)

Contac Person: Ellen F. Spake 501-4569

Location: Van Ackeren 111

Chemistry**Lab/Office Assistant**

Help needed assisting with laboratory prep and clean-up. Help is also needed with chemical demonstration preparations. Must have completed a full year of General Chemistry and have good organizational skills. Light office work may also be required. Duties can be adjusted depending on experience. Experience: General Chemistry I & II should have been completed with grades no lower than B. Days and hours are flexible (5-10 hours per week). (8/05)

Contac Person: Dr. Dale Harak 501-4069

Location: Richardson 320E

Student Workers

Need to fill 2 different positions and they are as follows: (1) Office Assistant and (2) Laboratory Assistant. Computer skills are required for all positions. No experience is necessary. Hours and times are arranged. (8/05)

Contac Person: James Chapman 501-4269

Location: Richardson 320-C

Chemistry Department

Department Job Title Job Description

Chemistry Assistant

Aid Dr. Harak and Dr. Lee with General Chemistry I by preparing for in class demonstrations and grading. (5/04)

Contact Person: Annie Lee 501-4071

Location: Richardson 320D

Communication Science & Disorders**ETC Graduate Assistantship**

Background: ETC is a short-term assistive device loan program for Missouri School Districts and agencies that is associated with the Communication Sciences and Disorders Program and housed in Van Ackeren 403. ETC works with over 400 agencies and school districts throughout Missouri to provide them with assistive devices to try with individuals with disabilities in order to determine appropriateness. Assistants will work closely with the program director in implementation of the various position responsibilities.

Positions: 2 positions, each 10 hours per week, are potentially available to qualified individuals in the graduate level physical therapy, occupational therapy or communication sciences and disorders programs. Experience with assistive technology is an asset, but not a requirement. The positions pay \$10 per hour.

Responsibilities:

- Coordinate the shipment and receipt of device orders placed by schools and agencies.
- Maintain assistive devices to assure they are in working condition.
- Update database of schools and agencies.
- Collect and analyze data related to ascertaining program's outreach and effectiveness.
- Development and dissemination of marketing materials for the program.
- Other responsibilities as warranted based on program need and interests of assistants.

Requirements

- Knowledge of assistive technology is an asset, but not a requirement.
- Computer skills in Filemaker, Excel and Word.

Contact Person: David Baker 501-4651

Location: VA 401

Communication Sciences & Disorders**Graduate Assistant (2)**

Responsible for assisting faculty members with the conducting and chronicling of research; contributing to the preparation and conducting of classes or segments of classes, assisting with professional presentation at state and national meetings; observing, collecting and preserving client/patient data as a student/faculty teaching resource. \$9.00.

Contact Person: Carol Koch 501-4518

Location: VA 418

Community Center

Department Job Title Job Description

Community Work Study

Did you know that a certain portion of work study funding is dedicated to community work study positions? The Federal government believes it is so important for college students to be civically engaged and to help youth with literacy and strengthening basic skills that a certain percentage of Federal work study is set aside for this important work.

Through the Community Work Study program, students are employed by the Rockhurst University work study program but actually perform the work at an area school or youth-serving non-profit organization. Students may work as a tutor helping with homework and basic skills; mentor youth in character-building programs or assist with after-school programming at one of the following organizations. Students must be available to work during the hours of operation and provide their own transportation. Most of the sites are either on the bus line or are close enough to walk. Rockhurst students will begin their work on campus while background checks are being processed and will receive training and on-site orientation.

KC Urban Youth Center

Mission: To offer Christian hope, community, and wholeness to urban youth. We empower youth with resources to develop faith, character, knowledge and skills.

Activities: RU CWS students work with students tutoring in the after school program.

Location: 2732 Troost Avenue, KCMO 64108

Hours of Operation: Monday-Thursday 3:30-6 p.m., Friday 3:30-8 p.m.

Operation Breakthrough

Mission: To help children who are living in poverty develop to their fullest potential by providing them a safe, loving and educational environment. Operation Breakthrough also strives to support and empower the children's families through advocacy, referral services and emergency aid.

Activities: RU CWS students have the option of working in the after school program tutoring youth and or working in the early childhood program reading to children.

Location: 3039 Troost Avenue, KCMO 64108

Hours of Operation: Operation Breakthrough is open 6:00 a.m. - 6:00 p.m., Monday through Friday. After school tutoring takes place from 4:00 - 6:00 p.m.

St. Monica Catholic School

Mission: To provide an academically enriched curriculum featuring first-hand experiences and active learning and model a community of services which develops respect for self and others, positive attitudes and feeling of hope.

Activities: RU CWS students have the option of working with after school tutoring or reading to children in the preschool.

Location: 5809 Michigan Avenue, KCMO 64130

Hours of operation: Extended day program (tutoring/homework help): 3:30 – 6 p.m., Monday – Friday.

Brookside Charter and Day School

Mission: The Brookside Day School strives to meet the physical, emotional, and educational needs of children by providing a rich, well-rounded life experience at school – during the academic day and during our before and after care programs. We hold fast to our belief that a complete educational experience places equal emphasis on the academic and the aesthetics provided in a multicultural setting with a strong sense of community. We further believe that, in order to provide a complete educational experience, the values in the home – honesty, integrity, and strength of character – must also be taught and modeled by all members of our school community.

Activities: RU CWS students provide after-school tutoring to elementary school-age youth.

Department Job Title Job Description

Location: 5220 Troost, KCMO 64110

Hours of Operation: 4:00 p.m. – 6:00 p.m.

Jumpstart KC

Jumpstart is working toward the day every child in America enters school prepared to succeed. This campus-based AmeriCorps program recruits, trains and pairs work-study supported college students with preschool children in Head Start and other low-income early learning programs. CWS students who can commit to working for JumpStart 10/hours a week for 300 hours over the course of the academic year are eligible for a \$1,000 AmeriCorps scholarship to apply towards next year's tuition.

Activities: Reading with preschool students and talking with children's families about their reading and ways to promote literacy

Location: to be determined -- Head Start program in KCMO

Hours of operation: M & W 2:30 - 6; T & Th 2:30 -6; or W & F 2:30 - 6 plus 4 hours planning. Please note: this site requires a commitment to 10 hours each week.

Contact Person: Alicia Douglas 501-4306

Location: Community Center

Office Worker/Greeter (3 Students)

This student will be the Community Center greeter, reception area worker, and an assistant to the director. Duties include organizing files, making copies, drafting flyers and taking on small tasks as assigned by the director. Will be required to greet people as they come into the community center and to help them feel welcomed. Must be comfortable meeting new people from the neighborhood, be dependable with a good work ethic, and is enthusiastic about Rockhurst. Must also project a positive attitude. No experience is required, but previous work in a customer service related job or as a student ambassador is preferred. This is an opportunity to gain customer service and community relations skills as well as to get an inside track to possible community service opportunities. Preferred yet flexible schedule: available at least two nights of the week, flexible morning and afternoon hours will be available and one Saturday morning per month is available. Schedule is negotiable. (8/05)

Contact Person: Alicia Douglas 501-4306

Location: 54th and Troost, Community Center

Computer Services

Help Desk Assistants

Support Computer Services at the Help desk by responding to phone inquiries, manage computer lab maintenance, and assist students with computer accounts. Some experience necessary in MS Windows, general computer use and office organizational skills. This is an opportunity for a great experience for inside an IT department. Hours are M-F and flexible. (8/05)

Contact Person: Dave Pease 501-4276

Location: Conway 420

Division of Science

Department Job Title Job Description

Student Assistant

Provide assistance to the secretary of the science division. This will include typing, mail runs, Science Knowledge Bowl, Science Olympiad and etc. (8/05)

Contact Person: Kim Roberts 501-4558

Location: Richardson 202

GPS/Non-Profit Leadership**Student Assistant**

Perform data entry, campus errands, copying, mailing, phoning and faxing for multiple departments. Produce departmental newsletter. Must be flexible, have good communication and problem-solving skills, and the ability to prioritize multiple tasks. Having experience in MS Word, Excel and Publisher would be helpful. Prior volunteer experience, phone work, and customer service would also be helpful. Days and hours are flexible (8/05)

Contact Person: Sara Fitzgerald 501-4061

Location: Van Ackeren 300

Graduate Dean's Office**Student Assistant**

Provide office assistance, file, phone support, other duties as assigned, etc.

Contact Person: Donna Calvert 501-4061

Location: VA 300

Greenlease Gallery**Gallery Assistant**

This position is responsible for working in the Gallery.

Contact Person: Anne Pearce 501-4407

Location: Greenlease Gallery

Greenlease Library**Student Assistant**

Greenlease Library is seeking to hire approximately 20 student assistants for the academic year 2007-08. The person hired needs to be eligible to receive work study funding. You will be trained to provide one of the following: Circulation Services, Technical Services or Archival Services during the hours the library is opened Monday – Friday, 8 a.m. – 4: 30 p.m. and will work approximately 10 hours per week. Circulation Services needs weekend coverage, too. If you enjoy learning, teamwork, and customer service, these jobs might be for you.

Contact Person: Kim Cullinan 501-4189

Location: Greenlease Library

History Department

Department Job Title Job Description

Office Assistant

Be able to use or have a willingness to learn Microsoft Word and Microsoft Excel; conduct library searches and make telephone calls; do filing and any other tasks to assist the members of the department of History. Hours are negotiable, and times are flexible. (8/05)

Contact Person: Rick Janet 501-4053

Location: Library Mezzanine

Modern Languages Department**Office Assistant**

General clerical skills for office work. Word processing, Microsoft publisher, and any office training helpful. French and Spanish skills are helpful but not necessary. Provide assistance to department chair as well as department adjunct professors. (5/04)

Contact Person: Katie Madigan 501-4510

Location: Sedgwick 210

Music Program**Music Program Student Assistant**

Data entry for databases for music recording and sheet music collections. Performs text entry for music concert programs for Rockhurst Student Choruses and Musica Sacra.
Files recordings and sheet music for music classes. Prepares student music folders; sorts and distributes music at the beginning of the semester; retrieves and sorts and files music at the end of the semester.
Performs ushering duties at all concerts and special programs.
Assist with physical set up and breakdown for all concerts and instrumental rehearsals at SFX. Will move chairs, stands, lights, microphones. Will assist with physical setup of rehearsal space to include moving chairs, music stands and conductor stand.
Miscellaneous office duties to include errands, photocopying, etc.

Contact Person: Dr. Tim McDonald 501-4077

Location: Sedgwick 110

OT & PT Departments

Department Job Title Job Description

OT & PT Graduate Student Work Study

Both current Physical Therapy and Occupational Therapy students qualify for Grad Assistantships. Grad Assistantships are interesting and flexible positions designed to give you additional exposure to research and to departmental operations, plus income.

How will you be paid?

Positions normally pay \$9.00 per hour. Grad Assistants submit a time card to the OT/PT Department Secretary after having their supervisor sign it. Checks are issued once a month. Checks may be picked up in the Dean's Office on specified pay dates.

How do you apply?

Each applicant is required to turn in:

1. Cover Letter (stating which job(s) you're interested in)
2. Resume

Applicants have August 4th to turn in application materials to Crystal Jones

Contact person: Crystal Jones

Richardson 101

(816)501-4059

Crystal.jones@rockhurst.edu

Summer

Position: Research/ Office Assistant

Supervisor: Janis Davis

Hours: About 5hrs per/wk

Work will include: Preparing handouts, copying, researching, general office duties, basic computer knowledge, etc.

Special Skills Needed: Research skills

OT/PT?: None

Fall

Position: Office/Administrative Assistant

Supervisor: Liz Zayat

Hours: Will vary

Work will include: Preparing handouts, copying, emailing, general office duties, basic computer knowledge, etc.

Special Skills Needed: None

OT/PT?: None

Position: Office/Administrative Assistant

Supervisor: Jean Hiebert

Hours: Will vary

Work will include: Preparing handouts, copying, emailing, general office duties, basic computer knowledge, etc.

Special Skills Needed: None

OT/PT?: Prefer 2nd year PT

Position: Office/Administrative Assistant

Supervisor: Ellen Spake

Hours: 6 (max. 10)

Work will include: Preparing handouts, copying, emailing, general office duties, basic computer knowledge, etc.

Special Skills Needed: Must be competent in library searches, and able to work independently

OT/PT?: PT

Position: Office/Administrative Assistant

Supervisor: Amy Foley

Hours: Will vary

Work will include: Preparing handouts, copying, emailing, general office duties, basic computer knowledge, etc.

Department Job Title Job Description

Special Skills Needed: None
OT/PT?: 2nd year OT

Position: Administrative Assistant and Lab set-up
Supervisor: Catherine Thompson
Hours: Will Vary
Work will include: Preparing handouts, uploading documents onto webct, copying, general office duties, basic computer knowledge, etc.
Hours: Must be available Tues. and Thurs. mornings before 8a.m., OR Mon. and Wed. late in the day to help set up labs for Neuro. Rehab.
Special Skills Needed: None
OT/PT?: 2nd year PT

Position: Richardson Resource Library and Laundry Monitor
Supervisor: Crystal Jones
Hours: 6 hrs per week
Work will include: The Library and Laundry Monitor maintains and organizes the Resource Center and library database as well as washes, dries, folds and store towels and linens used for lab activities. Time management skills are valuable along with a willingness to keep the Resource Center, Break Room, and labs neat and orderly. A high-level of reliability is needed as the Library and Laundry Monitor works independently.
Special Skills Needed: Basic database knowledge
OT/PT?: No Preference

Position: Newsletter Editor
Supervisor: Brian McKiernan and Kris Vacek
Hours: 26hrs per semester (Fall and Spring)
Work will include: : Writing, editing, designing , and distributing the newsletter. Newsletters are sent out to alumni twice per year- includes collecting/shooting photos.
Special Skills Needed: Proper English and grammar skills, working knowledge of Microsoft Publisher and layouts, experience in editing, interviewing, writing articles, etc.
OT/PT?: No preference

Spring
Position: Office/Administrative Assistant
Supervisor: Jane Rues
Hours: Around 5 per week
Work will include: Preparing handouts, uploading documents onto webct, copying, general office duties, basic computer knowledge, etc.
Special Skills Needed: None
OT/PT?: 2nd year OT

Contact Person: Crystal Jones 501-4059

Location: Richardson 101

Physical Plant

Grounds Maintenance Assistant

Helping with all aspects of grounds care such as mowing, leaf clean-up, shrub-trimming, etc. Must be physically able to operate all types of equipment in a safe and efficient manner. Experience is helpful, but not required. Willing to train. Flowerbed planting and maintenance Occasional lifting (up to 50# - fertilizer bags and the like) Snow removal in wintertime The hours are Mon – Fri, 730a – 400p and some Saturday mornings 730a – 1130a The starting pay is \$7.75!

Contact Person: Mark Arnold 501-4705

Location: 50th and Troost

Residence Life

<i>Department</i>	<i>Job Title</i>	<i>Job Description</i>
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Desk Assistants

Specific responsibilities for each Desk Assistant will be assigned by either the Desk Manager or the Resident Director (RD).

General, but not limiting, responsibilities include:

1. Represent the hall in every aspect of the job.
 2. Be thoroughly familiar with hall policies and keep up with procedural changes as they occur throughout the year.
 3. Be able to make appropriate referrals.
 4. Work as a member of the hall staff team.
 5. Respond to emergencies as instructed by staff members.
 6. Assist in evacuation or other emergency procedures as required.
 7. Effectively respond to call for assistance as instructed.
 8. Keep confidential any information obtained as a result of being a staff member.
 9. Document any unusual actions or situations.
 10. Attend all meetings and training sessions of staff development programs.
 11. Answer the desk phone, inquiries made at the desk, handle equipment checkout, and maintain accurate log of events handled during duty.
- 7 days a week needed. The front desk is open 3:00 p.m. to 3:00 a.m. Monday-Thursday, 24 hours starting Thursday at 3:00 p.m. and ending Monday at 3:00 a.m. Must work 10-15 hours per week.

Contact Person: Kari Lund 501-4126

Location: Massman 3

Rockhurst University Press

Research Assistant

The student will index and summarize back issues of the Rockhurst student newspapers for a centennial history being published by the Rockhurst University Press. The student should have excellent reading and writing skills and be able to summarize the main ideas of the articles. The ability to work independently is essential. Days and times are flexible.

Contact Person: W.T. Stancil 501-4023

Location: Sedgwick 317

Thomas More Center

Office Assistant

Provide office administrative assistance to the Director of the Thomas More Center.

Contact Person: Rick Janet 501-4053

Location: Library

Transfer Admissions

Department Job Title Job Description

Recruiting Assistant

Be an integral part of the transfer admissions recruiting team. Lots of energy, positive thoughts and new ideas are welcomed and encouraged. The position requires someone with strong computer skills and filing/organizational abilities. The student will sort and organize records, research financial aid, make telephone contacts, assist with mailings and other crucial transfer admissions office work. Prefer computer skills and filing/organizational abilities. There will be supervision as needed. Days are M-F and the hours are flexible. This will be an excellent leadership and problem solving experience. Call to set up an interview. (6/04)

Contact Person: Ron Filiopwicz 501-4501

Location: Massman 211