
Work Study Open Positions

Department Job Title Job Description

Advancement/Fundraising

Student Assistant

This position is responsible for assisting the Office of University Advancement in its mission to raise fund for Rockhurst University and develop relationships with alumni and constituents. The student worker will help organize files, prepare mailings, and perform other basic office duties. Days needed are Monday through Friday anytime between 8:00 a.m. and 4:30 p.m. for a total of approximately 6 – 10 hours per we

Contact Person: Jamie Thompson 501-4888

Location: Massman 240

Athletic Office

Athletics - Special Projects

This position is responsible for special projects in the athletics office. General clerical duties such as typ and filing as assigned. (8/05)

Contact Person: Carl Capra 501-4851

Location: Convocation Ctr.

Massman Weight Room Attendant

Responsible for being in the Massman weight room while people are in there working out and to monitor people who get in the endless pool. (8/05)

Contact Person: Cheryl Mingrone 501-4141

Location: Convocation Center

Office Assistant

Various work study positions available within the Athletics Department. Duties include office responsibilities, washing game day uniforms and other duties as assigned. Contacts are as follows.

- 1) Galen Struve - Softball
- 2) Frank Diskin - Director of Athletics
- 3) John Doddridge - Sports Information
- 4) Bill O'Connor - Men's Basketball
- 5) Tony Tocco - Men's Soccer
- 5) Kendall Hale - Tennis
- 6) Greg Herdlick - Women's Soccer
- 7) Rebecca Morrissey - Women's Basketball
- 8) Gary Burns - Baseball
- 9) Carl Capra - Golf

Contact Person: Cheryl Mingrone 501-4141

Location: Convocation Ctr.--2nd Floor

Department Job Title Job Description

Office Assistant

Assist office secretary with answering phones, filing, typing, data entry, and other office duties. Requires attention to detail, willingness to work, efficient, responsible, and reliable. No experience is needed, will train if necessary. Days and times will be flexible. Office is open M-F from 8am to 4:30pm. (8/05)

Contact Person: Cheryl Mingrone 501-4141

Location: Convocation Center

Athletics/Intramurals**Intramural Assistants and Referees**

Clerical help, referees, and assistants are needed for basketball, soccer, and hockey. Required to have some computer skills and athletic background. Experience is not necessary and most jobs can be learned easily. Days are M-F in 2 hour increments. Flexible times. (8/05)

Contact Person: Carl Capra 501-4851

Location: Convocation Center

Campus Ministry**Music and Liturgy****Requirements:**

This position requires knowledge of music, including the ability to read and determine vocal, accompaniment, and instrument scores.

Duties:**Music:**

- At beginning of semester, make up music packets for each cantor/accompanist with seasonal psalms, Mass settings, etc.
- Email reminder at beginning of each week to Sunday's cantor/accompanist.
- Make up music packets for CM large events, e.g. Mass of the Holy Spirit, Baccalaureate Mass, etc.
- Pull music for instrumental parts each week.
- After event, empty music packets and re-file music.
- Keep music cabinet in order & all music filed.

Liturgy:

- Mass set-up and clean-up for Sunday 6pm student mass.
- Check in liturgical minister before Mass and collect the pendants at the end of Mass.

Other:

- Assist with other duties as assigned

Compiling Music Books for each week's Sunday evening Mass. This includes locating the specific 8-15 music selections, making appropriate number of copies and put in binder. Some musical experience is preferred.

Miscellaneous Campus Ministry duties.

6-10 hours per week. (2 hours allocated towards the Sunday night Sacristan duty)

Contact Person: Michelle Knapp 501-4747

Location: Massman 3

Department Job Title Job Description

Publicity/PR

Requirements:

This position requires a working knowledge of computer programs, including Microsoft Word and Publisher. A creative ability is essential and graphic knowledge a plus. The student filling this position should be highly motivated and able to work alone and collaborate with others effectively.

Duties:

Publicity:

- Create Campus Ministry advertisements: fliers, posters, banners, PowerPoint slides, table tops and other items for all Campus Ministry events
- Distribute and post advertisements throughout campus
- Maintain the Campus Ministry Facebook group, keeping posted items up-to-date and regularly distribute information to group members
- Assist the Campus Ministry staff in envisioning creative ways to communicate with students about upcoming events
- Oversee Campus Ministry's bulletin boards in Massman hall and the residence halls. Weekly, ensure posted-items are current. At least once each semester, vision and implement a theme for the bulletin board

Other Duties:

- Aid in the set-up and clean-up for the 6pm Student Mass each Sunday
- Assist with other duties as assigned

Contact Person: Michelle Knapp 501-4747

Location: Massman 3

Sacristan/Facilities

Requirements: Must have a desire to work for Campus Ministry. Training for this position will be provided

Duties:

Sacristan:

- Mass set-up and clean-up for the Sunday Night 6pm Student Mass
- Daily mass set-up and clean-up

Facilities:

- Overseeing the chapels and prayer spaces on campus and communicating housekeeping needs on a weekly basis
- Maintain supplies in Campus Ministry Center and Chapels
- Maintaining the Campus Ministry Center
- Assist with planning and coordinating weekly/monthly social events

Other:

- Assist with other duties as assigned

Contact Person: Michelle Knapp 501-4747

Location: Massman 3

Social Justice

Requirements:

Contact Person: Michelle Knapp 501-4747

Location: Massman 3

Center for Arts and Letters

Department Job Title Job Description

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

Contact Person: Cynthia Cartwright 501-4607

Location: Sedgwick 109

Center for Service Learning**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. Days and times are flexible within the 9:00 a.m. – 5:00 p.m. range.

Contact Person: Julia Vargas 501-4545

Location: Van Ackeren 210

Chemistry**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)

Contact Person: James Chapman 501-4269

Location: Richardson 320-C

Chemistry Department**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

Classical & Modern Languages**Assistant**

Make photocopies, publicity on all events of the Modern Language Department, publicity with the International Study Abroad Programs: Mexico and France. Help with the decoration and events for the World Cultures Day and International Study Day (8/05)

Contact Person: Rocio Duncan 501-4101

Location: Sedgwick 209

Department Job Title Job Description

Communication Sciences & Disorders

Office Assistant

Responsibilities include copying, filing retrieving and delivering mail, faxing, computer entry, typing, office supply ordering and maintenance, running errands on campus and library work; monitoring, inventory check and maintenance of the Communication Sciences and Disorders resource room. Requires familiarity with duplicating machines, filing systems, computer knowledge (including use of the Internet); need a student who is self-motivated, organized, reliable and committed to the job.

Contact Person: Lauren Schwartz 501-4791
Location: VA 403

Community Center

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. Go to www.rockhurst.edu/cws for a listing of these positions. 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. 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.

Contact Person: Alicia Douglas 501-4306
Location: Community Center

Computer Services

Support Assistants

Assist the desktop support staff in computer labs and classrooms. Set up and monitor audio-visual equipment and assist users. Some experience with PCs, Public-Address systems, LCD projectors, etc. preferred, but will train the right individuals. Very flexible hours including weekend and evening work. (8/10 hours)

Contact Person: Darnell Jones 501-4271
Location: Conway 423 (Help Desk)

Counseling Center

Office Assistant/Receptionist

Greet students, answer telephones for multiple departments, assist with mailings, design and assemble bulletin boards, computer data entry, brochure and flyer design. Requires basic computer skills, telephone skills, willingness to tackle varied duties and handle information in a confidential manner. No experience necessary, will train. Days are M-F, 10 hours a week (Times are flexible, prefer T-W-TH, 4:00 to 6:00 p.m.).

Contact Person: Patti Halter 501-4275
Location: Massman 3

Dean of Arts & Sciences Office

Department Job Title Job Description

Office Assistant

Knowledgeable in Microsoft Word; ability to interact well with students, faculty, and staff; answer phones; and copy machine. Must be able to maintain confidentiality. Requires at least some experience working in an office environment. Student should be a quick learner. Days and Hours are flexible with student's schedule. (8/05)

Contact Person: Cassie Quasa 501-4579

Location: Van Ackeren 215

English Department**Student Assistant**

This position is responsible for assisting the department chair with clerical tasks such as organizing files, helping to prepare an electronic departmental newsletter, maintaining a database of addresses for the newsletter, researching recent professional (English Department-specific) issues, assisting with the maintenance of departmental and honor society web sites, assisting with correspondence and preparation for the department's annual spring workshop for on-campus and ACCP faculty, and other such clerical responsibilities.

Contact Person: John Kerrigan 501-4315

Location: Sedgwick 318A

Graduate and Professional Studies**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 501-4767

Location: Van Ackeren 300

Greenlease Gallery**Gallery Assistant**

This position is responsible for working in the Gallery.

Contact Person: Anne Pearce 501-4407

Location: Greenlease Gallery

Learning Center

Department Job Title Job Description

Desk Assistant

Greet students, enter data, assist students with computer questions, provide general office assistance and other duties as assigned. Must be friendly, helpful, pleasant, dependable, responsible, patient and willing to learn and to help other students. Completion of intro computer course or some experience with computers helpful. Will set schedules between 8am and 8pm, M-Th and 8-4:30 on Friday; depending on schedules of all students hired. (8/05)

Contact Person: Ann Volin 501-4813

Location: Van Ackeren 200A

Tutor

Complete tutor training program, provide assistance to assigned students in specified courses, maintain and submit all required paperwork, and meet with Learning Center staff members as requested. Require at least a 3.0 GPA, sophomore standing, B+ or better in the course you wish to tutor, recommendation of a faculty member teaching the course, personal interview with the Learning Center Director, excellent communication skills, interest in assisting students in improving study strategies and mastering course content, patience and dependability. Hours will vary depending on Learning Center needs and student's schedule. (8/05)

Contact Person: Ann Volin 501-4813

Location: Van Ackeren 200A

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: Kris Weiler 501-

Location: Sedgwick Hall

New Students and Retention Services**Office Assistant/Receptionist**

This position is responsible for: Greeting students at front desk as needed, assisting with mailings, helping with the design of bulletin boards, brochures, flyers, and promotional materials for events. This person is responsible for the daily distribution of the RDN. This person must be able to handle confidential information responsibly. Prefer person with working knowledge of Word, Excel and Publisher. Expect reliability, responsible behavior and punctuality

Contact Person: Patti Halter 501-4826

Location: Massman 3

Physical Plant

Department Job Title Job Description

Office Assistant

Provide office support to Physical Plant. Sort and distribute mail, match incoming invoices with purchase orders, file invoices and assist is office duties.

Contac Person: Barbara Ritter 501-4567

Location:

Registrar's Office**Office Assistant**

Perform typing, filing, alphabetizing forms, occasionally answer phone and assist students with forms. M have good typing skills, alphabetize correctly, DEPENDABLE WORKING REGULARLY SCHEDULED HOURS. Work 2-3 days/week and the times will vary according to student's schedule. The schedule will be set at the first of each semester. (8/05)

Contac Person: Nina Marsh 501-4554

Location: Massman 110

Residence Life**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 startin Thursday at 3:00 p.m. and ending Monday at 3:00 a.m. Must work 10-15 hours per week.

Contac Person: Sean Grube 501-4843

Location: Massman 3

Office Assistant

The Office of Residence Life currently has an opening for a work study student. The position will require approximately 10 hours per week and involves general office work, including filing and answering of phones. If interested please come to the Residence Life office in Massman 3 to complete an application

Contac Person: Brenda Laney 501-4663

Location: Massman 3

Department Job Title Job Description

Rockhurst University Press

Research Assistant

Tasks and responsibilities may include any or all of the following. Filing, photocopying, mailing, document management, and other general office work necessitated by the sales and productions of books from the Rockhurst University Press. Additionally, the individual will be transcribing some audiotapes. Other duties may also be assigned. The person filling this position should be able to work independently. Days and times are flexible

Contact Person: W.T. Stancil 501-4023
Location: Sedgwick 317

Security/Telecommunications

Telecommunications Assistant

Completing service tickets related to telecommunications. Such tickets include but are not limited to: delivering new headsets to employees experiencing difficulties with phones; problem-solving telephone issues and making recommendations for resolution; assisting with moving phones during office moves, etc.

Contact Person: Lisa Heinrich 501-4235
Location: Massman 1-D

Student Development

Student Assistant RDN Delivery

Must be available M-W-F from 8:15 to 9:00 a.m. Deliver the RDN to various campus locations.

Contact Person: Patti Halter 501-4826
Location: Massman 3

Student Development Office

Office Assistant

General office duties, providing information and direction in a front desk area. Answering phones and questions presented. Also keeping bulletin boards for general campus activities up to date. (5/6)

Contact Person: Susan Janet 501-4127
Location: Massman 1

Volunteer Center of Johnson County

Volunteer Office Assistant

Seeking energetic, dependable individual to work in a nonprofit office performing various duties. Duties include: copying, filing, mailings, data entry, etc. Being familiar with Microsoft Office would be good, but a necessity. If you are self-motivated and feel like making a difference, then give us a call! Shifts are on a weekly basis and volunteer should be able to commit to 2-4 hours per shift. Days are flexible.

Contact Person: Nancy Hamby 913.341.1792
Location: