

Campus Services--Bookstore/Copy Center/Post Office

Work Program Position: Student Assistant

Student Responsibilities: Operate cash register
Price and stock merchandise
Assist customers
Straighten shelves
Sort and place mail in boxes
Forward mail
Assist with the preparation and organization of print jobs
from various departments
Record (UPS, FedEx, Airborne) packages received
Run postage meter
Hand out packages that are too large for boxes to recipients

Requirements/Comments: Campus Services includes the Bookstore, Post Office, and Copy Center. Students may work in all three places during the year.

Contact Person: Ed Burda

Phone: 304-457-6238

Job Location: New Main-Ground Floor

**Community Service
Broadus Hospital-Mansfield Place**

Work Program Position: Activity Volunteer

Student Responsibilities: Make visits to residents at Mansfield Place
Provide support service such as companionship visits,
respite for family members, errand running
Maintain close communication with Team members and
supervisors
Assist with activities in and out (outings) of facility in order
to improve resident quality of life
Assist with planning and implementation of resident
activities
Assist with distribution on trays at meal times, as needed
Assist with office and clerical duties in the activity and
volunteer office
Other duties as assigned by Volunteer Coordinator

Requirements/Comments: Please contact Tia Stevens-Hovatter, Director of Activities
and Volunteer Services. Please leave a message if she is not in. She will get back to you
ASAP.

Contact Person: Tia Stevens-Hovatter

Phone: 304-457-8566

Job Location: #1 Healthcare Drive (Rt 119 North)

Community Service-Barbour County Adult Learning

Work Program Position: Tutor

Student Responsibilities: Assist adults in preparing to take GED
Tutoring in basic computer skills (windows applications)

Requirements/Comments:

Contact Person: John Armentrout

Phone: 304-823-1166

Job Location: Barbour County Vo-Tech Center Rt 250 South
Adjacent to Philip Barbour High School

Community Service-Family Resource Network

Work Program Position: General Staff

Student Responsibilities: Tutoring
General secretarial/clerical duties

Requirements/Comments: Student must be reliable and trustworthy.

Contact Person: Linda Watson

Phone: 304-457-2691

Job Location: 39 South Main Street

Community Service-Heart and Hand House

Work Program Position: General Staff

Student Responsibilities: Unloading, sorting, and storing donated goods within the Thrift Shop

Miscellaneous duties as assigned by the supervisor

Requirements/Comments: Student must be reliable and trustworthy. Student must report to work, on time, as scheduled. Some heavy lifting, stooping, standing, and bending is involved.

Contact Person: Rev Robert Wilkins

Phone: 304-457-1295

Job Location: 110 Mason Street

Community Service-Hospice Care

Work Program Position: General Staff

Student Responsibilities: Unloading, sorting, and storing donated goods within the Thrift Shop

Miscellaneous duties as assigned by the supervisor

Requirements/Comments: Student must be reliable and trustworthy. Student must report to work, on time, as scheduled. Some heavy lifting, stooping, standing, and bending is involved.

Contact Person: Tara Cross

Phone: 304-457-6999

Job Location: Rt 119 South just passed Bryant Monuments

Community Service-Mountain Hospice

Work Program Position: General Staff

Student Responsibilities: Answer general questions regarding hospice care
Assist office staff with miscellaneous duties
May counsel patients and family on home health care needs
May assist with the development and implementation of home health care plans
May provide direct nursing care as needed
May provide companionship to patients
May perform light housekeeping duties and run errands
Miscellaneous duties as assigned by supervisor

Requirements/Comments:

Contact Person: Julie

Phone: 304-823-3922

Job Location: 1600 Crim Ave, Belington

Community Service-Philippi Elementary School

Work Program Position: Tutor

Student Responsibilities: Tutoring
Assist staff with library, computer, and enrichment areas
Assist in tracking student data
Attend meetings as requested
Miscellaneous tasks as assigned by supervisor

Requirements/Comments: Student must be reliable and trustworthy. Student must report to work, on time, as scheduled. A professional and positive manner/attitude is a must.

Contact Person: Jeovanna Lacaria

Phone: 304-624-6554 #222

Job Location: Philippi Elementary School
Cherry Hill Road

Community Service-World Vision/Kid REACH

Work Program Position: Tutor/Mentor

Student Responsibilities: Tutoring elementary school students in after-school program

Assist Site Coordinator with all program components including homework help, reading program, character development, recreation, snacks, and site preparation
Providing students with a positive role model

Requirements/Comments: Applicant must love children. A basic knowledge of reading and math skills is required. No previous course work required. Experience with working with children helpful.

Applicant should want to have FUN while making a difference in the lives of kids.

Transportation may be available.

Contact Person: Julie Freeman

Phone: 304-457-5270 ext 61

Job Location: Chestnut Ridge Community Center
Chestnut Ridge Road

Community Service-World Vision/Website Manager

Work Program Position: Website Manager

Student Responsibilities: Manage website and chat rooms
Post articles on the website
Create web blogs

Requirements/Comments: World Vision rural ministries in the US uses a social networking website to communicate with participants and church partners across the country. The student's responsibilities are aimed at encouraging people to serve under resourced communities across rural America.

Student must have basic computer skills and a willingness to learn. Student will work 3-5 hours a week between 9:00 am and 5:00 pm. Work can be done off site under guidance of a supervisor.

Contact Person: Ruston Seaman

Phone: 304-457-5270

Job Location: Chestnut Ridge Community Center
Chestnut Ridge Road

Food Service

Work Program Position: Heiner Hall (Cafeteria) & Cave (Restaurant)

Student Responsibilities: Food preparation
Wash dishes
Sweep/Mop
Refill beverages
Make sack lunches
Line serving
Cashier/checker
General duties as assigned by the supervisor

Requirements/Comments: Students who work in the cafeteria or Cave will be paid \$7.55 per hour instead of the minimum wage of \$6.55 per hour.

Contact Person: Tony Baisi

Phone: 304-457-6233

Job Location: Heiner Hall (center of campus)

Physical Plant

Work Program Position: Parking Regulation Enforcement

Student Responsibilities: Enforce parking regulations-write parking tickets
Miscellaneous duties as assigned by the supervisor

Requirements/Comments: Students who work as strictly ticket writers will be paid \$6.55/hr.

Contact Person: Nita Coleman

Phone: 304-457-6247

Job Location: Physical Plant
Physical Plant

Work Program Position: Fleet Vehicle Detailer

Student Responsibilities: Cleaning of fleet vehicles
Miscellaneous duties as assigned by the supervisor

Requirements/Comments:

Contact Person: Nita Coleman

Phone: 304-457-6247

Job Location: Physical Plant

