

<b>Department</b>	<b>Positions</b>
Dining Service	<a href="#">Heiner Hall (Cafeteria), Jazzman's, or The Cave</a>
New Vision Renewal Energy	<a href="#">Impact Mentor 1</a>
New Vision Renewal Energy	<a href="#">Impact Mentor 2</a>
New Vision Renewal Energy	<a href="#">Impact Mentor 3</a>
New Vision Renewal Energy	<a href="#">Production Assistant</a>
New Vision Renewal Energy	<a href="#">Non-Profit Management</a>
New Vison Renewal Energy	<a href="#">Technology Assistant</a>
Barbour County Health Department	<a href="#">Office Assistant</a>
Broaddus Hospital	<a href="#">Activity Assistant</a>
Broaddus Hospital	<a href="#">Office Assistant for Human Resources and Administration</a>
Broaddus Hospital	<a href="#">Dietary Aide</a>
Family Resource Network	<a href="#">General Staff</a>
Heart and Hand House	<a href="#">Market Place/Donut Shop</a>
Heart and Hand House	<a href="#">General Staff</a>
Mountain Hospice	<a href="#">General Staff</a>
Philippi Public Library	<a href="#">Library Clerk</a>
World Vision/Kid REACH	<a href="#">Tutor/Mentor</a>
World Vision/Kid REACH	<a href="#">Office Assistant</a>
WV Community Action Head Start	<a href="#">General Staff/Head Start</a>
Admissions	<a href="#">Blue/Gold Ambassadors</a>
Marching Band	<a href="#">Drumline Manager</a>
Marching Band	<a href="#">Battler Band Public Relations</a>
Marching Band	<a href="#">Colorguard/Majorette</a>
Marketing/Communications	<a href="#">Office Assistant</a>
Marketing/Communications	<a href="#">Sports Information</a>
Student Affairs	<a href="#">Community Service</a>
Student Affairs-Office	<a href="#">Office Assistant</a>
Student Affairs-Campus Center	<a href="#">Welcome Desk</a>
Student Affairs- Intramural	<a href="#">Intramural Sports Official</a>
Coliseum-Office	<a href="#">Office Assistant</a>
Coliseum-Athletic Training	<a href="#">Office Assistant/Field Prep</a>
Coliseum-Track/ CC	<a href="#">General Staff- Track/CC</a>
Coliseum-Men's Soccer	<a href="#">General Staff-Men's Soccer</a>
Coliseum-Softball	<a href="#">General Staff-Softball</a>
Coliseum-Women's Volleyball	<a href="#">General Staff-Volleyball manager</a>
Coliseum-Men's Volleyball	<a href="#">General Staff- Men's Volleyball manager</a>
Coliseum-Golf	<a href="#">Student Assistant</a>
Coliseum-Dance/Cheer	<a href="#">General Staff</a>
Coliseum-Weight Room	<a href="#">General Staff- Weight Room</a>
Coliseum-Lifeguard	<a href="#">General Staff- Lifeguard</a>
Coliseum-Women's Lacrosse	<a href="#">General Staff-Women's Lacrosse</a>
Coliseum-Women's Tennis	<a href="#">General Staff-Women's Tennis</a>
Coliseum- Football	<a href="#">General Staff-Football</a>

Coliseum-Women's Basketball	<a href="#">General Staff-Women's Basketball manager</a>
ATP-Athletic Training Program	<a href="#">Office Assistant</a>
Information Technology	<a href="#">Office of Information Technology Technical Assistant</a>
Education	<a href="#">General Staff</a>
Education	<a href="#">Office Assistant-Bush</a>
Humanities-Criminal Justice	<a href="#">Office Assistant</a>
Humanities- English	<a href="#">Office Assistant</a>
Humanities-Office Assistant	<a href="#">Office Assistant</a>
Humanities- Visual Art	<a href="#">Gallery Assistant</a>
Science, Technology and Mathematics	<a href="#">Biology TA</a>
Science, Technology and Mathematics	<a href="#">ENVS 210 Environmental Science I Lab Assistant-Fall Semester AND Environmental Science 211 Environmental Science II Lab Assistant-Spring Semester</a>
Science, Technology and Mathematics	<a href="#">General Biology Laboratory Technician</a>
Science, Technology and Mathematics	<a href="#">Chemistry</a>
Science, Technology and Mathematics	<a href="#">Math Lab Tutor</a>
Science, Technology and Mathematics	<a href="#">Office Assistant</a>
Nursing	<a href="#">Nursing Lab Assistant</a>
Nursing	<a href="#">Office Assistant</a>
Physical Plant	<a href="#">Office Assistant</a>
Campus Safety	<a href="#">Campus Safety Assistant</a>
Social Science	<a href="#">Teaching Assistant</a>
Social Science	<a href="#">Student Assistant</a>
Social Science	<a href="#">History Student Assistant</a>
Career Services	<a href="#">Office Assistant</a>

## New Vision Renewal Energy

3

**Work Program Position:** Production Assistant

**Student Responsibilities:** Assisting with routine of solar lights and equipment  
Preparing boxes for shipping  
Assisting local "Green Team" volunteers with production  
Other duties as assigned.

**Requirements/Comments:** Must be reliable  
Must be willing to work in a diverse setting  
Must have great work ethic  
Must be available to work Monday evenings.

**Contact Person:** Ruston Seaman

**Phone:** 304-457-2971

**Job Location:** P.O. Box 425  
Philippi, WV 26416

## New Vision Renewal Energy

### 1

**Work Program Position:** IMPACT Mentor 1

**Student Responsibilities:** Work directly with youth of Barbour County  
Be a positive role model for youth  
Planning and implementing youth appropriate activities  
Assisting with Community Service Learning Trips  
Working with other IMPACT team members to make positive changes in local youth  
Candidate should possess strong leadership abilities  
Other duties as assigned

**Requirements/Comments:** Must be reliable  
Must be willing to work in a diverse setting  
Must have great work ethic  
Must be available to work Monday evenings.

**Contact Person:** Ruston Seaman

**Phone:** 304-457-2971

**Job Location:**  
P.O. Box 425  
Philippi, WV 26416

## New Vision Renewal Energy

### 1

**Work Program Position:** IMPACT Mentor 3

**Student Responsibilities:** Work directly with youth of Barbour County  
Be a positive role model for youth  
Planning and implementing youth appropriate activities  
Assisting with Community Service Learning Trips  
Working with other IMPACT team members to make positive changes in local youth  
Candidate should possess strong leadership abilities  
Other duties as assigned

**Requirements/Comments:** Must be reliable  
Must be willing to work in a diverse setting  
Must have great work ethic  
Must be available to work Monday and Thursday evenings.

**Contact Person:** Ruston Seaman

**Phone:** 304-457-2971

**Job Location:**  
P.O. Box 425  
Philippi, WV 26416

## New Vision Renewal Energy

### 1

**Work Program Position:** IMPACT Mentor 2

**Student Responsibilities:** Work directly with the youth of Barbour County  
Be a positive role model  
Planning and implementing youth appropriate activities  
Assisting with community service learning trips  
Working with other IMPACT team members to make positive changes I local youth  
Other duties as assigned

**Requirements/Comments:** Candidate should possess strong leadership abilities.  
Must be willing to work in a diverse setting  
Must have great work ethic  
Student must be available Monday and Thursday evenings.

**Contact Person:** Ruston Seaman

**Phone:** 304-457-2971

**Job Location:**  
P.O. Box 425  
Philippi, WV 26416

## New Vision Renewal Energy

3

**Work Program Position:** Non-Profit Management

**Student Responsibilities:** Answering phones/taking messages  
Filing  
Running errands (post office)  
Using office equipment (copy machine, fax, computer, etc.)  
Other duties

**Requirements/Comments:** Must be reliable  
Must be willing to work in a diverse setting  
Must have great work ethic  
Technical, business and writing skills beneficial.

**Contact Person:** Ruston Seaman

**Phone:** 304-457-2971

**Job Location:**  
P.O. Box 425  
Philippi, WV 26416

## New Vision Renewal Energy

### 1

**Work Program Position:** Technology Assistant

**Student Responsibilities:** Photographing and videotaping IMPACT and New Vision related events.  
Compiling photos and videotaping videos for advertisement and recruitment  
Working directly with youth of Barbour County  
Being a Positive role model  
Assisting with community service trips  
Other duties as assigned

**Requirements/Comments:** Must be reliable  
Must be willing to work in a diverse setting  
Must have great work ethic  
Video and photography skills, as well as knowledge of video/photo editing software are highly important

**Contact Person:** Ruston Seaman

**Phone:** 304-457-2971

**Job Location:**  
P.O. Box 425  
Philippi, WV 26416

## Barbour County Health Department

3

**Work Program Position:** Office Assistant

**Student Responsibilities:** Filing  
Organizing, completing forms  
Organizing office and outside areas  
Assisting with maintenance and custodial needs, etc.  
Other duties as assigned by Coordinator

**Requirements/Comments:** n/a

**Contact Person:** Annette Santilli

**Phone:** 304-457-1670

**Job Location:** 109 Washbash Ave.  
Philippi, WV

## Broaddus Hospital

2

**Work Program Position:** Activity Assistant

**Student Responsibilities:** Assists in planning and organizing of activities for residents  
Maintain close communication with Team members and supervisors  
Assist with office and clerical duties in the activity and volunteer office  
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 of trays at meal times, as needed  
Other duties as assigned by Coordinator

**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:** Penny Brown

**Phone:** 304-457-8246

**Job Location:** #1 Healthcare Drive (Rt 119 North)  
#1 Healthcare Drive  
Philippi, WV 26416

## Broaddus Hospital

### 1

**Work Program Position:** Office Assistant for Human Resources and Administration

**Student Responsibilities:** Performs clerical and receptionist duties  
Maintain close communication with Team members and supervisors  
Other duties as assigned by Coordinator

**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:** Penny Brown

**Phone:** 304-457-8246

**Job Location:** #1 Healthcare Drive (Rt 119 North)  
#1 Healthcare Drive  
Philippi, WV 26416

## Broaddus Hospital

2

**Work Program Position:** Dietary Aide

**Student Responsibilities:** Performs a variety of routine duties related to preparation and serving  
Maintain close communication with Team members and supervisors  
Wash dishes  
Clean kitchen area  
Serve food  
Food preparation  
Other duties as assigned by Coordinator

**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:** Penny Brown

**Phone:** 304-457-8246

**Job Location:** #1 Healthcare Drive (Rt 119 North)  
#1 Healthcare Drive  
Philippi, WV 26416

## Family Resource Network

2

**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  
Philippi, WV 26416

## Heart and Hand House

2

**Work Program Position:** Market Place Coffee/Donut Shop

**Student Responsibilities:** General assistance with the day-to-day retail operations of the facility.  
General cash register operation, customer service and housekeeping  
Assistance with social media, marketing events  
Food and beverage prep and service, etc.

**Requirements/Comments:** The Market Place would provide a good experience for those who are interested in the local food movement or small scale food service business.

The Market Place is open Tuesday-Friday 7AM-5PM and Saturday 7AM-Noon.

**Contact Person:** Brenda Hunt / Sandy Mclean

**Phone:** 304-457-2691

**Job Location:** 39 South Main Street  
Philippi, WV 26416

## Heart and Hand House

3

**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:** Brenda Hunt / Sandy Mclean

**Phone:** 304-457-1295

**Job Location:** 110 Mason Street  
Philippi, WV 26416

## Mountain Hospice

2

**Work Program Position:** General Staff

**Student Responsibilities:** Answer general questions regarding hospice care  
Assist office staff with miscellaneous duties  
May provide companionship to patients  
May perform light housekeeping duties and run errands  
Miscellaneous duties as assigned by supervisor

**Requirements/Comments:** N/A

**Contact Person:** Wendy Warden

**Phone:** 304-823-3922

**Job Location:** 1600 Crim Ave  
Belington, WV 26250

## Philippi Public Library

### 1

**Work Program Position:** Library Clerk

**Student Responsibilities:** Serve Library users at the circulation desk and answer phone and route calls, send/receive faxes  
Process magazines for circulation  
Assist with library programs and displays  
Shift materials on shelves as needed  
Any other duties as assigned by Library Director

**Requirements/Comments:** Experience in working in library a plus  
Ability to follow written and oral instructions  
Basic typing/computer skills.  
Must occasionally lift/move 40 pounds.

**Contact Person:** Judy Buckner Larry

**Phone:** 304-457-3495

**Job Location:** Philippi Library  
102 South Main Street  
Philippi, WV 26416

## World Vision/Kid REACH

5

**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.

**Contact Person:** Carol Malcolm-Parsons

**Phone:** 304-457-5270

**Job Location:** 420 Chestnut Street  
Philippi, WV 26416

## World Vision/Kid REACH

2

**Work Program Position:** Office Assistant

**Student Responsibilities:** Answer phones/forward calls  
Receive and direct visitors  
Miscellaneous clerical duties such as copying, collating  
copies, etc.

**Requirements/Comments:** Must be friendly. Must have people skills, and phone skills. Transportation may be available.

There are two positions for this job posting. One of the postings would need to have some technical experience.

**Contact Person:** Carol Malcolm-Parsons

**Phone:** 304-457-5270

**Job Location:** 420 Chestnut Street  
Philippi, WV 26416

## WV Community Action Head Start

6

**Work Program Position:** General Staff/Head Start

**Student Responsibilities:** Tutoring

**Requirements/Comments:** Position involves interaction with small children. Student must be reliable and trustworthy.

**Contact Person:** Nancy Keller

**Phone:** 304-457-2181

**Job Location:** 406 Chestnut Street  
Philippi, W

## Admissions

4

**Work Program Position:** Blue/Gold Ambassador

**Student Responsibilities:** Works directly with Office of Admissions.  
Assist in the promotion of ABU  
Administrative duties, data entry, admission events.  
Will be trained to give campus tours.

**Requirements/Comments:** Student must be responsible and have good personality, be professional  
Confidentiality is a must  
Must be able to some weekends and evenings  
Must maintain and clutter-free work area

**Contact Person:** Kim Seech and Rana Smith

**Phone:** 304-457-6256

**Job Location:** Burbick-1st Floor

## Marching Band

### 1

**Work Program Position:** Drumline Manager

**Student Responsibilities:** Inventory and maintenance of percussion instruments  
Organization of drum line music and equipment  
Coordination of warm-up routines for rehearsals and game days  
Teach drum line in absence of instructor

**Requirements/Comments:** Must be registered for Marching Band/Athletic Band class  
Must have played in the Battler Band Artillery for at least one season.  
Available for ALL football games

**Contact Person:** Robert Palmer

**Phone:** 304-457-6480

**Job Location:** Coliseum, Battler Field and Burbick Hall

## Marching Band

### 1

**Work Program Position:** Battler Band Public Relations

**Student Responsibilities:** Creation and maintenance of social media outlets for the Battler Band (Facebook, Twitter, YouTube, etc.)  
Creation of promotional materials for recruitment/Fundraising purposes as determined y the marching band director/assistant director  
Assisting the Band Manager with Battler Band Handbook resource materials  
Creating/Updating band handbook resource

**Requirements/Comments:** Must be registered for Marching Band/Athletic Band class  
Excellent organizational and communications skills  
knowledge of Microsoft Office Tools, Adobe Programs  
Knowledge of social media outlets (see Student Responsibilities for examples)  
Available for ALL football and MOST men's and women's basketball games

**Contact Person:** Robert Palmer

**Phone:** 304-457-6480

**Job Location:** Coliseum, Battler Field and Burbick Hall

## Marching Band

**Work Program Position:** Colorguard/Majorette

**Student Responsibilities:** Organize and maintain all colorguard and majorette program equipment  
Report all equipment related issues/problems to Head Coach  
Accountable for equipment during football games and any other band/twirler/guard functions.  
Send Mail, postcards, or other clerical tasks  
Team promotions and photography during events  
Manage colorguard and twirler social media  
Run errands on campus

**Requirements/Comments:** Strong communication skills  
Works well in cooperative environment  
Intrinsic self-motivation  
Basic knowledge of work processing, data entry and online navigation  
high level of maturity and dependability  
Ability to execute good judgment

**Contact Person:** Kristi Dewalt

**Phone:** 304-457-6480

**Job Location:** Coliseum, Battler Field and Burbick Hall

## Dining Service

25

**Work Program Position:** Heiner Hall (Cafeteria), Jazzman's, or The Cave

**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, Jazzman's or The Cave will be paid \$8.25 per hour instead of the minimum wage.

**Contact Person:** Angie Beymer

**Phone:** 304-457-6233

**Job Location:** Heiner Hall (center of campus)

## Marketing/Communications

### 1

**Work Program Position:** Office Assistant

**Student Responsibilities:** Clipping news articles  
proofreading, scanning, filing, copying, delivery and pick-up of items on campus  
occasionally serving as receptionist, and posting flyers on campus  
May also gain experience in writing press releases and taking photos on an occasional basis and working on projects for the marketing office.

**Requirements/Comments:** n/a

**Contact Person:** Craig Butler

**Phone:** 304-457-6323

**Job Location:** Burbick Hall-2nd Floor

## Marketing/Communications

2

**Work Program Position:** Sports Information

**Student Responsibilities:** Collects and distributes statistics at sporting events  
Operates scoreboard and music at sporting events  
Provides research assistance on various sport topics  
Proofs releases and stories  
Requests documents, records or logos from opponents  
Performs a variety of social media tasks  
Makes copies, delivers documents, answers phones and takes detailed messages, and other tasks assigned by supervisor

**Requirements/Comments:** n/a

**Contact Person:** Jonathan Hooke

**Phone:** 304-457-6323

**Job Location:** Burbick Hall- 2nd Floor

## Student Affairs

### 5

**Work Program Position:** Intramural Sports Official

**Student Responsibilities:** Work with Intramural Program Coordinator to market intramural sports programs  
Maintain Intramural Equipment  
Assist in the set up and breakdown of Intramural Events  
Officiate games and events

**Requirements/Comments:** Student must possess excellent communication skills and be proud to be a Battler. Student will be required to work with various organizations and programs on campus.

**Contact Person:** Koreen Villers

**Phone:** 304-457-6213

**Job Location:** Heiner Hall (center of campus)

## Student Affairs

5

**Work Program Position:** Office Assistant

**Student Responsibilities:** Answer phone/take messages  
Filing  
Prepare mailings  
Marketing Campus Events  
Other Clerical Duties as Necessary

**Requirements/Comments:** Student must possess excellent communication skills and be proud to be a Battler. Student will be required to work with various organizations and programs on campus.

**Contact Person:** Travis Darnold

**Phone:** 304-457-6213

**Job Location:** Heiner Hall (center of campus)

## Student Affairs

**1**

**Work Program Position:** Community Service

**Student Responsibilities:** Community Service position.  
Other tasks as signed by supervisor

**Requirements/Comments:** n/a

**Contact Person:** Travis Darnold

**Phone:** 304-457-6213

**Job Location:** Heiner Hall (center of campus)

## Coliseum-OA

**1**

**Work Program Position:** Office Assistant

**Student Responsibilities:** Answer phone/take messages  
Totaling time cards  
Typing/ Faxing  
Send out recruiting materials  
Sorting files  
Miscellaneous tasks as assigned by supervisor

**Requirements/Comments:** n/a

**Contact Person:** Sam Croston

**Phone:** 304-457-6262

**Job Location:** Coliseum

**Coliseum-Track/ CC**

**4**

**Work Program Position:** General Staff- Track/CC

**Student Responsibilities:** Office duties include but not limited to: Data entry, mailings, take split times at practice, and washing laundry.

**Requirements/Comments:** n/a

**Contact Person:** Jesse Weiner/Earl Graves

**Phone:** 304-457-6279

**Job Location:** Coliseum

## Coliseum-Men's Soccer

4

**Work Program Position:** General Staff-Men's Soccer

**Student Responsibilities:** Field preparation/Maintenance at both turf and grass fields  
Maintenance and upkeep of soccer field  
Game Day management for Men's Soccer Games (Ball boy/girl if available)  
Other duties as assigned by your supervisor.

**Requirements/Comments:** n/a

**Contact Person:** Scott Phipps

**Phone:** 304-457-6263

**Job Location:** Coliseum

## Coliseum-Softball

3

**Work Program Position:** General Staff-Softball

**Student Responsibilities:** Field preparation (grass cutting, debris/garbage removal)  
Maintenance and upkeep of softball field  
Equipment repair  
Garbage collection  
Sweep/mop gym floors  
Sweep/mop hallways  
Maintain referee dressing area  
Sweep/mop upper arena area (blue seats and floor) after games  
Stairwell and balcony maintenance  
Other pre-game/post-game duties as needed

**Requirements/Comments:** n/a

**Contact Person:** Suzie DeNillo

**Phone:** 304-457-6437

**Job Location:** Coliseum

## Coliseum- Women's Volleyball

2

**Work Program Position:** General Staff-Volleyball Manager

**Student Responsibilities:** Laundry  
Setup for practices

**Requirements/Comments:** n/a

**Contact Person:** Abby Stoner

**Phone:** 304-457-6347

**Job Location:** Coliseum

## Coliseum-Men's Volleyball

### 2

**Work Program Position:** General Staff- see below

#### **Student Responsibilities:**

**Men's Volleyball – Marketing Manager--**Responsible for Social Media (Twitter, Instagram, Facebook) and creating social media promotions for matches – home and away games. Promote our program professionally.

Prefer individuals with work experience with photo/video editing software along with experience with social media. Self-motivated. You do not have to be an athlete for this position or have any volleyball background. Great work experience for those that are studying sports management and marketing - keeping in mind that this is promoting an NCAA DI Men's Volleyball Program.

**Men's Volleyball – General Manager--**Responsible for day-to-day program function. Need to have availability to take care of daily assignments. Team laundry, organize team gear and equipment. Organizational skills. Needs to have most early mornings open 6am-8am in the fall, and then most evening open during the spring for practices. Practice responsibilities will include setting up the camera to record every day along with keeping statistical data needs to be very responsible and accountable.

**Men's Volleyball – Student Assistant Coach--**Responsible for day-to-day program function. This would be a great position for those interested in going into the coaching profession. This would be treated as an internship. Preferably for an individual that is looking at postgraduate work as a Graduate Assistant for volleyball. The Head Coach will provide many professional opportunities that would be crucial for obtaining a coaching job out of school. Need to be able to attend practices, which would be 6am-8am in the fall along with evening practices in the spring. Need to be able to travel most weekends to matches. Have to be organized with a disciplined work ethic and very accountable.

**Men's Volleyball – Student Assistant Coach--**Responsible for day-to-day program function. This would be a great position for those interested in going into the coaching profession. This would be treated as an internship. Preferably for an individual that is looking at postgraduate work as a Graduate Assistant for volleyball. The Head Coach will provide many professional opportunities that would be crucial for obtaining a coaching job out of school. Need to be able to attend practices, which would be 6am-8am in the fall along with evening practices in the spring. Need to be able to travel most

weekends to matches. Have to be organized with a disciplined work ethic and very accountable.

**Men's Volleyball – Office Assistant**--Primary job will be to use Microsoft programs to be able to help assist in any way possible in office responsibilities. Job responsibilities will be to assist using Microsoft programs to create lists, write letters, keep recruiting records, etc. Needs to be organized and very accountable. Good work ethic is crucial.

**Laziness and a lack of accountability will not be tolerated.**

**Contact Person:** Michael Fink, Head Men's Volleyball Coach

**Phone:** 304-614-1651

**Job Location:** Men's Volleyball Office  
Rex Pyles, Basement Level

## Coliseum-Golf

### 1

**Work Program Position:** Student Assistant to the Coach

**Student Responsibilities:** Assisting with travel accommodations  
Drafting and designing recruiting materials  
Telephone correspondence with prospective student athletes  
Performing laundry tasks of team uniform and work out apparel  
Performing recruiting data entry and contact tracking

**Requirements/Comments:** Vast communication skills via telephone, email and social media  
Vast knowledge of AB University, Golf  
Ability to perform laundry responsibilities  
Ability to lift up to 50 lbs.

**Contact Person:** Allen Curtiss

**Phone:** 304-457-6446

**Job Location:** Coliseum

## Coliseum-Dance/Cheer

3

**Work Program Position:** General Staff

**Student Responsibilities:** **Spirit Squad Manager**--Student will be required to attend all events and games the Spirit Squad attends. The student will assist the coach at practices, events and games as needed. The student will also be required to help with equipment needed for games  
**Mascot**-Student will be required to attend all events and games that the Spirit Squad attends to help raise school spirit. Student must be energetic and full of enthusiasm.  
**Spirit Squad Recruitment Data Base Manager**-Student will be required to create, compile and maintain updated information on recruits for the cheer and dance team.  
**Office/Practice Manager (2)**--Students will be required to help in the coach's office with paperwork, campus visit information, and making copies as well as helping to set up and tear down mats for each practice

**Requirements/Comments:** n/a

**Contact Person:** Kristi Dewalt

**Phone:** 304-457-6494

**Job Location:** Coliseum

## Coliseum-Weight Room

3

**Work Program Position:** General Staff- Weight Room

**Student Responsibilities:** Responsible for supervising AB weight room and fitness room  
Clean, polish, and/or dust machines; sweep floors; keep mirrors clean  
Fill bottles with cleaning solution when empty; replace paper towels when out; replace hand sanitizer dispensers when empty; communicate to the department the condition of equipment as needed; inform the department of any machine which has malfunctioned.  
Rack weights, bars, and clips in appropriate locations and other duties as assigned

**Requirements/Comments:** n/a

**Contact Person:** Adam Schmidt

**Phone:** 304-457-6421

**Job Location:** Coliseum

## Coliseum-Women's Lacrosse

### 1

**Work Program Position:** General Staff-Women's Lacrosse

**Student Responsibilities:** Filmers, laundry, field managers, and stats workers needed.  
Filmers - will film practice and games.  
Laundry- responsible for doing laundry after practice/games  
Field Managers- will set up drills and shag balls during practice, responsible for making sure the players have water and equipment at each station.  
Stats - keep stats on the sidelines for coaching staff.

**Requirements/Comments:** n/a

**Contact Person:** Angie Rudy

**Phone:** 304-457-6425

**Job Location:** Coliseum

## Coliseum-Women's Tennis

3

**Work Program Position:** General Staff-Women's Tennis

**Student Responsibilities:** Assist the head coach with set up for matches.  
Help with office work  
Recording inventory and organizing tennis shed  
Any other jobs as assigned by the supervisor

**Requirements/Comments:** Show up on time and finish the job given in a timely manner.

**Contact Person:** Steve Baum

**Phone:** 304-457-6379

**Job Location:** Coliseum

## Coliseum- Football

4

**Work Program Position:** General Staff-Football

**Student Responsibilities:** Film workers, equipment managers, laundry workers needed.  
Film workers will attend practices and games to film, and help edit film  
Equipment managers will attend practices and games to monitor the field equipment and to hand out equipment on a daily basis.  
Laundry workers will report in the evenings to help the coaches with laundry. Wash and dry all practice and game uniforms.

**Requirements/Comments:** n/a

**Contact Person:** Tanner McCormick

**Phone:** 304-457-6420

**Job Location:** Coliseum

## Coliseum-Women's Basketball

4

**Work Program Position:** General Staff-Women's Basketball manager

**Student Responsibilities:** Laundry  
Organization of supplies and inventory  
Uniform care/delivery  
Locker room maintenance  
Supply inventory

**Requirements/Comments:** This position may be combined with another position within the department in the event that there is not enough work to stay busy.

**Contact Person:** Anthony Monaco

**Phone:** 304-457-6332

**Job Location:** Coliseum

## ATP (Athletic Training Program)

2

**Work Program Position:** Office Assistant

**Student Responsibilities:** Copying and filing  
Be familiar with Microsoft Office Software for creating documents, presentations, etc.

**Requirements/Comments:** This is for an Office Assistant position, located on the 3rd Floor of Whitescarver.

Must be able to maintain strict confidentiality, as they may have access to sensitive student information.

**Contact Person:** Michael Boehke

**Phone:** 304-457-6436

**Job Location:** Whites Carver

## Information Technology

5

**Work Program Position:** Office of Information Technology Technical Assistant

**Student Responsibilities:** Provide technical support to faculty, staff, and students  
Provide general help for computer center staff  
Answer phone/take messages

**Requirements/Comments:** Good communication skills a must. Student must have an interest in computers with the willingness to learn. Some high level computer training will be given to accepted individuals.

Please drop off a resume with contact information so an interview can be set up.

**Contact Person:** Carol Weaver

**Phone:** 304-457-6331

**Job Location:** Burbick Hall-Ground Floor

## Education

2

**Work Program Position:** Office Assistant

**Student Responsibilities:** Data entry (basis level spreadsheet skills)  
Creating documents and reports (basic level word processing skills)  
Scanning & copying documents  
Filing & organizing  
Miscellaneous tasks

**Requirements/Comments:** No heavy lifting, no ladder work, nothing dangerous!  
Prefer non-education majors.

**Contact Person:** Jeff Bush

**Phone:** 304-457-6457

**Job Location:** Paul Jones

## Humanities-Criminal Justice

**1**

**Work Program Position:** Office Assistant

**Student Responsibilities:** Copying and filing  
Attendance data entry  
Research  
General Office Duties

**Requirements/Comments:** Would prefer, though not required, at least sophomore rank with at least 3.0 GPA.

**Contact Person:** Shannon Wolfe

**Phone:** 304-457-6438

**Job Location:** Withers-Brandon Hall

## Humanities-

**1**

**Work Program Position:** Office Assistant

**Student Responsibilities:** General office duties  
Run Errands  
Answering phone  
Getting the mail/packages

**Requirements/Comments:** n/a

**Contact Person:** Traci Shaffer

**Phone:** 304-457-6223

**Job Location:** Withers-Brandon Hall

## Humanities- English

**1**

**Work Program Position:** Office Assistant

**Student Responsibilities:** General office duties

**Requirements/Comments:** n/a

**Contact Person:** Kim Wilkie

**Phone:** 304-457-6294

**Job Location:** Withers-Brandon Hall

## Humanities- Art History

**1**

**Work Program Position:** Mentor

**Student Responsibilities:** Help with class review sessions  
Other tasks as signed by supervisor

**Requirements/Comments:** n/a

**Contact Person:** Reid Harward

**Phone:** 304-457-6273

**Job Location:** Withers-Brandon Hall

## Humanities- Visual Art

3

**Work Program Position:** Gallery Assistant

**Student Responsibilities:** Assist loading/unloading work  
Prepare walls for exhibits  
Hang work and adjust lights  
Place lettering on wall  
Assist with receptions in Daywood Gallery  
Assist studio workers as needed  
Assist with the upkeep of the Gallery

**Requirements/Comments:** Student must be dependable. Student must work hours assigned. Some heavy lifting involved.

**Contact Person:** Reid Harward

**Phone:** 304-457-6273

**Job Location:** Withers-Brandon Hall

## Humanities- Art

### 1

**Work Program Position:** Studio Assistant

**Student Responsibilities:** Organize materials and equipment  
Mix clay in pottery studio  
Sweep/Mop  
Assist in firing of the kilns  
General duties

**Requirements/Comments:** Student must be dependable. Student must work hours assigned. Some heavy lifting involved.

**Contact Person:** Reid Harward

**Phone:** 304-457-6273

**Job Location:** Withers-Brandon Hall







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## Science, Technology and Mathematics

1

**Work Program Position:** Biology 370 Cell Biology Lab Assistant-Fall Semester  
AND Biology 240 Microbiology Lab Assistant-Spring Semester

**Student Responsibilities:** Assist professor in lab preparation  
Answer student questions  
Know where lab equipment and materials are stored and put them away when lab session is over

**Requirements/Comments:** Students who have completed Biology related classes with Dr. Chen preferred.

**Contact Person:** Dr. Yi Charlie Chen

**Phone:** 304-457-6277

**Job Location:** Kemper Redd Science Center

## Science, Technology and Mathematics

### 3

- Work Program Position:** Chemistry 310 Organic Chemistry I Lab Assistant-Fall  
AND Chemistry 311 Organic Chemistry II Lab Assistant-Spring
- Student Responsibilities:** Assist the instructor in preparing the requisite solutions and grading laboratory reports  
Assist the instructor with the chemicals and equipment inventory  
Assist students with the laboratory experiments as needed  
Bring chemicals in/out of storage area before/after lab  
Clean glassware and work on keeping the laboratory clean and organized.  
Answer student questions, tutor students who need additional help.  
Follow all OSHA safety regulations
- Requirements/Comments:** Student must have completed Organic Chemistry with labs.
- Contact Person:** Sobha Gorugantula
- Phone:** 304-457-6250
- Job Location:** Kemper Redd Science Center

## Science, Technology and Mathematics

### 3

**Work Program Position:** ENV5 210 Environmental Science I Lab Assistant-Fall Semester AND BIOL 212 Botany Lab Assistant-Spring Semester

**Student Responsibilities:** Assist with laboratory preparation for Environmental Science and Biology  
Help develop and test laboratory activities.  
Search for and procure materials for Environmental Science and Biology classes and labs.  
Create and maintain display/bulletin board for Environmental and Natural Sciences  
Assist other students with labs.  
Help conduct environmental, ornithological, entomological and botanical research

**Requirements/Comments:** Student should have an interest in the Natural Sciences and be willing to work unsupervised at times. Completion of one course in Biology, Chemistry, or Environmental Science would be helpful.

**Contact Person:** Ross Brittain

**Phone:** 304-457-6428

**Job Location:** Kemper Redd Science Center

## Science, Technology and Mathematics

### 5

**Work Program Position:** General Biology Laboratory Technician

**Student Responsibilities:** Lab preparation and chemical preparation  
Assist with students during labs  
Willingness to learn new laboratory techniques  
Assist in the care of living laboratory specimens including reptiles and fish  
Assist in laboratory practical setup

**Requirements/Comments:** Student must be a sophomore or junior, have an "A" in General Biology Bio 210, AND be available to assist in at least 1 lab per week

**Contact Person:** Kelley Flaherty

**Phone:** 304-457-6387

**Job Location:** Kemper Redd Science Center

## Science, Technology and Mathematics

11

**Work Program Position:** Math Lab Tutor

**Student Responsibilities:** Math tutoring for students

**Requirements/Comments:** n/a

**Contact Person:** Sarah Stevens

**Phone:** 304-457-6408

**Job Location:** Kemper-Redd Science Center

## Science, Technology and Mathematics

### 2

**Work Program Position:** Natural Science 180-181-182 Astronomy-Geology-Meteorology/Natural Science 190 Geology/Natural Science 190 Astronomy

**Student Responsibilities:** Assist during labs  
Rock identification for lab preparation

**Requirements/Comments:** Student must have had at least one 4-credit lab in Astronomy, Geology, or Meteorology. Students who are knowledgeable in rock identification is helpful. Must be available to work assigned hours.

**Contact Person:** Constance Brown

**Phone:** 304-457-6352

**Job Location:** Kemper Redd Science Center

## Science, Technology and Mathematics

2

**Work Program Position:** Office Assistant

**Student Responsibilities:** Answer phone/take messages/transfer calls  
Typing and computer editing of memos/letters  
Collating/filing/dissemination of administrative materials  
Preparing photocopy projects for faculty/staff and submit to the copy center  
Preparing mailings/ campus announcements  
Running errands  
Preparing for division meetings/ socials  
Inventory of department equipment  
Organizing of classrooms and laboratories  
Posting announcements

**Requirements/Comments:** Student workers may be asked to proctor exams, do faculty evaluations, and record class statistics.

**Contact Person:** Connie Stewart

**Phone:** 304-457-6246

**Job Location:** Kemper Redd Science Center

## Science, Technology and Mathematics -Computer Lab

3

**Work Program Position:** Lab Assistant

**Student Responsibilities:** Lab Assistant for Introductory Computer Science Courses.

**Requirements/Comments:** Must have passed CSCI 110,120 (or equivalent) with at least a B.

**Contact Person:** Jacob Steele

**Phone:** 304-457-6217

**Job Location:** Kemper Redd Science Center

## Nursing

2

**Work Program Position:** Nursing Lab Assistant

**Student Responsibilities:** Assist students during off-hour skills lab practice

**Requirements/Comments:** Must be a junior or senior nursing student. Student must be willing to work evening hours and some weekends.

**Contact Person:** Kimberly White

**Phone:** 304-457-6294

**Job Location:** Myers Hall

## Nursing

**1**

**Work Program Position:** Secretarial/Clerical

**Student Responsibilities:** Supply management  
Scheduling  
Microsoft Office skills  
Typing/Copying  
Running errands

**Requirements/Comments:** Professionalism  
Confidentiality  
Organization

**Contact Person:** Kimberly White

**Phone:** 304-457-6394

**Job Location:** Myers Hall

## Physical Plant

**1**

**Work Program Position:** Office Assistant

**Student Responsibilities:** Clerical/secretarial duties as assigned by supervisor

**Requirements/Comments:** n/a

**Contact Person:** Bonnie Heckler

**Phone:** 304-457-6247

**Job Location:** Physical Plant-Ground Floor Burbick Hall

## Campus Safety

2

**Work Program Position:** Campus Safety Assistant

**Student Responsibilities:** Include but not limited to: helping to enforce university parking policies on regular basis and designated campus events  
patrolling campus while staying in contact with the duty officer  
Assorted office work such as filing and making copies

**Requirements/Comments:** Student should be trustworthy, self motivated, desire to help others

**Contact Person:** Matthew Sisk

**Phone:** 304-457-6356 or 304-709-2696

**Job Location:** Campus Safety Office

## Social Sciences

### 1

**Work Program Position:** Teaching Assistant

**Student Responsibilities:** Assist in the preparation of hand outs  
maintenance of online material  
attendance tracking and collection and organization of assignments  
Other tasks assigned by supervisor

**Requirements/Comments:** n/a

**Contact Person:** Bill Klaus

**Phone:** 304-457-6345

**Job Location:** Social Sciences

## Social Science-History

### 1

**Work Program Position:** History Student Teaching Assistant

**Student Responsibilities:** Helps teacher with various tasks

**Requirements/Comments:** Student must be dependable and reliable. Student must be able to work independently with limited supervision. Each lab session will include a primary source, some basic background materials and critical-thinking questions.

**Contact Person:** John Hicks

**Phone:** 304-457-6319

**Job Location:** Withers-Brandon Hall

## Career Services

1

**Work Program Position:** Office Assistant

**Student Responsibilities:** Filing, entering jobs into the career services database, assisting with job fairs and other presentations, running errands and making copies

**Requirements/Comments:** n/a

**Contact Person:** Teresa VanAlsborg

**Phone:**

**Job Location:** 3<sup>rd</sup> Floor Burbick Hall

## Coliseum-Athletic Training

4

**Work Program Position:** Office Assistant/Field Prep and Clean-up

**Student Responsibilities:** Office manager with occasional field set up prior to practices and games and clean up after practices and games

**Requirements/Comments:**

**Contact Person:** Sarah Weaver

**Phone:** 304-457-6390

**Job Location:** Coliseum/Sports Fields