

Department	Positions
Dining Service	Heiner Hall (Cafeteria), Jazzman's, or The Cave
New Vision Renewal Energy	Impact Mentor 1
New Vision Renewal Energy	Impact Mentor 2
New Vision Renewal Energy	Impact Mentor 3
New Vision Renewal Energy	Production Assistant
New Vision Renewal Energy	Non-Profit Management
New Vision Renewal Energy	Technology Assistant
Barbour County Health Department	Office Assistant
Broaddus Hospital	Activity Assistant
Broaddus Hospital	Office Assistant for Human Resources and Administration
Broaddus Hospital	Dietary Aide
Family Resource Network	General Staff
Heart and Hand House	Market Place/Donut Shop
Heart and Hand House	General Staff
Mountain Hospice	General Staff
Philippi Public Library	Library Clerk
World Vision/Kid REACH	Tutor/Mentor
World Vision/Kid REACH	Office Assistant
WV Community Action Head Start	General Staff/Head Start
Admissions	Office Assistant
Business Office	Office Assistant
Marketing/Communications	Photographer
Marketing/Communications	Office Assistant
Marketing/Communications	Sports Information
Advancement	Office Assistant
Student Affairs	Community Service
Student Affairs- Fitness Center	Fitness Center
Student Affairs-Office	Office Assistant
Student Affairs-Campus Center	Welcome Desk
Student Affairs- Intramural	Intramural Sports Official
Campus Services-Bookstore/Copy Center/Post Office	Student Assistant
Coliseum-Game Management	Game Day Management
Coliseum-Office	Office Assistant
Coliseum-Acrobatics/Tumbling	Office Assistant
Coliseum-Athletic Training	Office Assistant/Field Prep
Coliseum-Baseball	General Staff-Baseball
Coliseum-Track/ CC	General Staff- Track/CC
Coliseum-Men's Basketball	General Staff-Men's Basketball manager
Coliseum-Men's Soccer	General Staff-Men's Soccer
Coliseum-Wrestling	General Staff
Coliseum-Softball	General Staff-Softball
Coliseum-Women's Volleyball	General Staff-Volleyball manager

Coliseum-Men's Volleyball	General Staff- Men's Volleyball manager
Coliseum-Golf	Student Assistant
Coliseum-Dance/Cheer	General Staff
Coliseum-Weight Room	General Staff- Weight Room
Coliseum-Lifeguard	General Staff- Lifeguard
Coliseum-Men's Lacrosse	General Staff-Men's Lacrosse
Coliseum-Women's Lacrosse	General Staff-Women's Lacrosse
Coliseum-Women's Tennis	General Staff-Women's Tennis
Coliseum- Football	General Staff-Football
Coliseum-Women's Basketball	General Staff-Women's Basketball manager
Coliseum-Women's Soccer	General Staff-Women's Soccer
ATP-Athletic Training Program	Office Assistant
Information Technology	Office of Information Technology Technical Assistant
Education	General Staff
Humanities-Criminal Justice	Office Assistant
Humanities- English	Office Assistant
Humanities-Office Assistant	Office Assistant
ACES Academic Center for Educational Success	Tutor
Library	Library Assistant/Computer Lab Proctor
Office of the Provost	Office Assistant
First Year Experience	Office Assistant
Science, Technology and Mathematics	Biology TA
Science, Technology and Mathematics	TA--Kelps
Science, Technology and Mathematics	ENVS 210 Environmental Science I Lab Assistant-Fall Semester AND Environmental Science 211 Environmental Science II Lab Assistant-Spring Semester
Science, Technology and Mathematics	General Biology Laboratory Technician
Science, Technology and Mathematics	Chemistry
Science, Technology and Mathematics	Math Lab Tutor
Science, Technology and Mathematics	Office Assistant
Science, Technology and Mathematics	Chemistry Lab
Nursing	Nursing Lab Assistant
Nursing	Office Assistant
Physical Plant	Housekeeping Helpers
Physical Plant	Office Assistant
Campus Safety	Campus Safety Assistant
Registrar	Office Assistant
Social Science	Teaching Assistant
Social Science	Student Assistant
Social Science	History Student Assistant
Career Services	Office Assistant

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 Wabash 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, WV 26416

Admissions

8

Work Program Position: Office Assistant

Student Responsibilities: Professionally answer phone and take messages
Filing/Run Errands and copying
Computer data entry
Help with mailings
Typing
Run errands
Help with campus events
Assist Admissions counselors

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 Hall-1st Floo

Business Office

3

Work Program Position: Office Assistant

Student Responsibilities: Office tasks as assigned by supervisor
run errands, shred, pick up the campus mail etc.

Requirements/Comments: N/A

Contact Person: Carlee Dulaney

Phone: 304-457-6407

Job Location: Burbick Hall- 2nd Floor

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

6

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: Photographer

Student Responsibilities: Photographing A-B on campus and community events,
Taking candid shots of A-B campus and activities;
Being creative with photo opportunities
Must work in office a minimum of one hour a week to
download photos from digital camera and organize in
marketing office database
Per every hour worked, must turn in 10 quality photos that
can be used for print or web use.
Experience in photography preferred and student must own
their own digital camera.

Requirements/Comments: n/a

Contact Person: Craig Butler

Phone: 304-457-6323

Job Location: Burbick Hall-2nd Floor

Marketing/Communications

20

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

Advancement

4

Work Program Position: Office Assistant

Student Responsibilities: Clerical type work

Requirements/Comments: Strong verbal and written communication

Contact Person: Josh Allen/ Mary Ann Woofter

Phone: 304-457-6321

Job Location: Burbick Hall-3rd Floor

Student Affairs

16

Work Program Position: Fitness Center

Student Responsibilities: Supervise use of the workout equipment
Maintain cleanliness of facility
Assist OSA as necessary with programs in fitness center
Maintain log of facility usage
Report maintenance needs to Office of Student Affairs
Enforce fitness center rules

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

12

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

20

Work Program Position: Welcome Desk

Student Responsibilities: Operate Switchboard
Supervise common spaces and group meeting rooms
Check out games and other campus center related equipment
Serve as a welcoming face for on campus visitors as well as a resource for students on campus.

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: Tammy Mayle

Phone: 304-457-6213

Job Location: Heiner Hall (center of campus)

Student Affairs

12

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: Tammy Mayle

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: Tammy Mayle

Phone: 304-457-6213

Job Location: Heiner Hall (center of campus)

Campus Services-Bookstore/Copy Center/Post Office

19

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/Lori Wetzel

Phone: 304-457-6238

Job Location: Campus Center

Coliseum-OA

5

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-Acro/Tumbling

5

Work Program Position: Office Assistant

Student Responsibilities: Filing
Basic Excel Computer Work
Envelope Stuffing
Basic office duties.

Requirements/Comments: n/a

Contact Person: Brandi Hanford

Phone: 304-457-6441

Job Location: Coliseum

Coliseum-Game Management

26

Work Program Position: Game Day Management

Student Responsibilities: Assisting with Game day Management duties.
Various table duties
Athletic facility assist.

Requirements/Comments: Non- athlete Preferred

**Students must show up for work.

Contact Person: JD Long

Phone: 304-457-6266

Job Location: Coliseum

Coliseum-Baseball

10

Work Program Position: General Staff-Baseball

Student Responsibilities: Field preparation (grass cutting, debris/garbage removal)
Maintenance and upkeep of baseball field
Equipment repair

Requirements/Comments: n/a

Contact Person: Matt Yurish

Phone: 304-457-6265

Job Location: Coliseum

Coliseum-Track/ CC

10

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

Phone: 304-457-6279

Job Location: Coliseum

Coliseum-Men's Basketball

8

Work Program Position: General Staff-Men's Basketball manager

Student Responsibilities: Laundry
Organization of supplies and inventory
Uniform care/delivery
Locker room maintenance
Supply inventory
Sweep/mop basketball courts after games
Sweep/mop upper arena area (blue seats and floor) after basketball games
Cleaning of referee dressing area after basketball games

Requirements/Comments: n/a

Contact Person: Greg Zimmerman/Duncan Williams

Phone: 304-457-6284

Job Location: Coliseum

Coliseum-Men's Soccer

10

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/Matt Reeb

Phone: 304-457-6263

Job Location: Coliseum

Coliseum-Wrestling

8

Work Program Position: General Staff

Student Responsibilities: Rolling up mats
Moping mats
Performing laundry tasks of team uniform and workout apparel
Updating social media
Marketing the program
Office work within the wrestling program

Requirements/Comments: n/a

Contact Person: Sam Gardner

Phone: 304-457-6495

Job Location: Coliseum

Coliseum-Softball

9

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: Rachael Mack

Phone: 304-457-6437

Job Location: Coliseum

Coliseum- Women's Volleyball

3

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

5

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

5

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:

Phone: 304-457-6446

Job Location: Coliseum

Coliseum-Dance/Cheer

5

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

15

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-Men's Lacrosse

10

Work Program Position: General Staff-Men's Lacrosse

Student Responsibilities: Video Operators, Equipment Managers, Office Personnel.
Video Operators will be responsible for filming home games.
Equipment Managers will be responsible for team laundry and help with inventory.
Office Personnel must be available for office hours and to help with mailings.

Requirements/Comments: n/a

Contact Person: Robert Mallonee

Phone: 304-457-6426

Job Location: Coliseum

Coliseum-Women's Lacrosse

8

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: Ned Kelly

Phone: 304-457-6379

Job Location: Coliseum

Coliseum- Football

14

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: Sal Dewalt

Phone: 304-457-6420

Job Location: Coliseum

Coliseum-Women's Basketball

8

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: Steve Tierney

Phone: 304-457-6332

Job Location: Coliseum

Coliseum-Women's Soccer

8

Work Program Position: General Staff-Women's Soccer

Student Responsibilities: Team Manager
Video Personnel
Office Personnel

Requirements/Comments: n/a

Contact Person: Jaron Hulme

Phone: 304-457-6262

Job Location: Coliseum

ATP (Athletic Training Program)

1

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

6

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: Jessica Vida

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-

3

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

First Year Experience/Orientation/Erickson

2

Work Program Position: Office Assistant

Student Responsibilities: File
make copies
run errands
get mail
hang signs
typing, answer phones

Requirements/Comments: Must be able to work during 8AM -4PM

Contact Person: Koreen Villers

Phone: 304-457-6455

Job Location: Student Affairs

ACES Academic Center for Educational Success

26

Work Program Position: Tutor

Student Responsibilities: Lab Peer Assistant

Students who are employed in ACES have a wide variety of responsibilities. Not only do they help manage, monitor and maintain ACES lab, they may provide support for Disability Services as a Test Reader, Scribe, Proctor, or Runner. They assist the director with office work and office marketing, and act as a tutor, offer subject matter based test prep sessions and /or guide study groups.

Requirements/Comments: Students who work in ACES agree to a semester-long work schedule at the beginning of the semester, and are expected to come to work as scheduled, and on time, for the duration of the term.

Contact Person: Amy Hopkins-Mason

Phone: 304-457-6272

Job Location: 3rd Floor Burbick Hall

Office of the Provost

1

Work Program Position: Office Assistant /Clerical

Student Responsibilities: Copying/Filing
Answering phone
Data Entry
Run Errands
Other duties as assigned

Requirements/Comments: n/a

Contact Person: Karla Hively

Phone: 304-457-6200

Job Location: 4th Floor Burbick Hall

Library

23

Work Program Position: Switchboard/Library Assistant/Computer Lab Proctor

Student Responsibilities:

- Answering phones and directly calls to various departments
- Re shelving materials
- Keeping shelved materials in order
- Charging out/checking in books
- Refilling paper trays & replace toners in copiers/computer printers
- Handling petty cash
- Answer phones
- Help with processing new materials
- Maintain professional appearance of lab
- Maintain security of lab
- Assist others as needed

Requirements/Comments: Student MUST work the hours assigned--be dependable and reliable.

Basic computer experience preferred, but not required. Students are permitted to study as long as their responsibilities are maintained.

Hours of open labs coincide with the operational hours of the Library. Student MUST work the hours assigned--be dependable and reliable.

Contact Person: David Hoxie/Kelly Bracey

Phone: 304-457-6306

Job Location: Library

Science, Technology and Mathematics

2

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: Biology TA

Student Responsibilities: Be available to answer student questions.

Requirements/Comments: n/a

Contact Person: Kristen Winter

Phone: 304-457-6245

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

2

Work Program Position: Chemistry Lab

Student Responsibilities: Prepare solutions
Help set up equipment
Help students with the balance
Bring chemicals in/out of storage area before/after lab
Clean glassware
Answer student questions
Follow all OSHA safety regulations

Requirements/Comments: Student must have completed general Chemistry with labs.

Contact Person: Mrs. Tamanna Ahmed

Phone: 304-457-6248

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

Physical Plant

2

Work Program Position: Housekeeping Helpers

Student Responsibilities: Sweeping with upright vacuum
Sweeping with broom
Taking out the trash
Dusting
Cleaning counter tops
Mopping
Restocking products such as: Paper towels, toilet paper,
hand soap, etc.

Requirements/Comments: n/a

Contact Person: Sherry Allen

Phone: 304-457-6247

Job Location: Physical Plant-Ground Floor Burbick Hall

Campus Safety

3

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

Registrar

4

Work Program Position: General staff

Student Responsibilities: Answer generic and phone/take messages
Filing Copying
Delivery of materials
Enrollment verification
Prepare for registration
Process transcript requests
Process forms (changing records)
Data entry
Registration day preparation

Requirements/Comments: Confidentiality is a MUST. Student must be dependable and reliable. Student must be willing to work during registration days when the work load is heavy for everyone.

Contact Person: Emily Rosier

Phone: 304-457-6227

Job Location: Burbick Hall-1st Floor

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: 3rd Floor Burbick Hall

Coliseum-Athletic Training

5

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