

<b>Department</b>	<b>Positions</b>
Hope's Mission Thrift Store	<a href="#">General Assistant</a>
New Vision Renewal Energy	<a href="#">Impact Mentor I</a>
New Vision Renewal Energy	<a href="#">Non-Profit Management</a>
New Vision Renewal Energy	<a href="#">Technology Assistant</a>
World Vision/Kid REACH	<a href="#">Tutor/Mentor</a>
World Vision/Kid REACH	<a href="#">Office Assistant</a>
Admissions	<a href="#">Office Assistant</a>
ACES (Academic Center for Educational Success)	<a href="#">Lab Peer Assistant</a>
Advancement	<a href="#">Office Assistant</a>
ATP (Athletic Training Program)	<a href="#">Office Assistant</a>
Business Office	<a href="#">Office Assistant</a>
Campus Safety	<a href="#">Student Assistant</a>
Campus Services-Bookstore/Copy Center/Post Office	<a href="#">Student Assistant</a>
Career Services	<a href="#">Office Assistant</a>
Coliseum-Football	<a href="#">General Staff</a>
Coliseum-Office	<a href="#">Office Assistant</a>
Coliseum-Acrobatics/Tumbling	<a href="#">Office Assistant</a>
Coliseum-Baseball	<a href="#">General Staff-Baseball</a>
Coliseum-Game Day Management	<a href="#">Game Day Assistants</a>
Coliseum-Track/ CC	<a href="#">General Staff- Track/CC</a>
Coliseum-Men's Basketball	<a href="#">General Staff-Men's Basketball manager</a>
Coliseum-Men's Soccer	<a href="#">General Staff-Men's Soccer</a>
Coliseum-Wrestling	<a href="#">General Staff</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-Rugby	<a href="#">Office Assistant/Equipment Assembly</a>
Coliseum-Spirit Squads	<a href="#">General Staff</a>
Coliseum-Sports Info	<a href="#">General Staff</a>
Coliseum-Weight Room	<a href="#">General Staff- Weight Room</a>
Coliseum-Swimming/Lifeguard	<a href="#">General Staff</a>
Coliseum- Ath.Training	<a href="#">Office Assistant</a>
Coliseum-Men's Lacrosse	<a href="#">General Staff-Men's Lacrosse</a>
Coliseum-Women's Lacrosse	<a href="#">General Staff-Women's Lacrosse</a>
Coliseum-Women's Basketball	<a href="#">General Staff-Women's Basketball manager</a>
Coliseum-Women's Soccer	<a href="#">General Staff-Women's Soccer</a>
Dining Services (Heiner Hall, Jazzman's, Sub Connections and EJ&Emma's)	<a href="#">Food Service</a>
Education	<a href="#">General Staff</a>
Financial Aid Office	<a href="#">Office Assistant</a>
Humanities-Criminal Justice	<a href="#">Office Assistant</a>
Humanities- English	<a href="#">Office Assistant</a>
Humanities-Office Assistant (Dunbar)	<a href="#">Office Assistant</a>

Humanities-Office Assistant (Shaffer)	<a href="#">Office Assistant</a>
Humanities-Mass Communications	<a href="#">Office Assistant</a>
Humanities-Psychology	<a href="#">General Staff</a>
Humanities-Mission Team	<a href="#">Office Assistant</a> <a href="#">Other</a>
Library	<a href="#">Library Assistant/Computer Lab Proctor</a>
Library-Switchboard	<a href="#">Switchboard Operator</a>
Music	<a href="#">Instrumental Librarian</a>
Marketing/Communications	<a href="#">Office Assistant</a>
Marketing/Communications	<a href="#">Photographer</a>
Music	<a href="#">Music Office Assistant</a>
Music	<a href="#">Musical Ensemble</a>
Music	<a href="#">Choral Librarian</a>
Nursing	<a href="#">Office Assistant</a>
Physical Plant (Wright)	<a href="#">Physical Plant Assistant</a>
Physical Plant	<a href="#">Office Assistant</a>
Physical Plant	<a href="#">Housekeeping Helpers</a>
Health, Science, Technology and Mathematics	<a href="#">Biology 370 Cell Biology Lab Assistant</a>
Health, 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>
Health, Science, Technology and Mathematics	<a href="#">General Biology Laboratory Technician</a>
Health, Science, Technology and Mathematics	<a href="#">Math Lab Tutor</a>
Health, Science, Technology and Mathematics	<a href="#">Natural Science 180-181-182 Astronomy-Geology-Meteorology/Natural Science 190 Geology/Natural Science 190 Astronomy</a>
Health, Science, Technology and Mathematics	<a href="#">Office Assistant</a>
Health, Science, Technology and Mathematics (Computer)	<a href="#">Web Application Developer</a>
Health, Science, Technology and Mathematics	<a href="#">Biology TA</a>
Health, Science, Technology and Mathematics	<a href="#">Chemistry 310</a>
Health, Science, Technology and Mathematics	<a href="#">Lab Tech</a>
Health, Science, Technology and Mathematics	<a href="#">Chemistry Lab</a>
Social Science	<a href="#">Student Records</a>
Social Science-Political	<a href="#">Office Assistant</a>
Social Science-History	<a href="#">History TA</a>
Social Science Semester in Austria	<a href="#">Student Assistant</a>
Sport Management	<a href="#">Office Assistant</a>
Student Affairs	<a href="#">Fitness Center</a>
Student Affairs	<a href="#">Game Room/Intramural</a>
Student Affairs	<a href="#">Office Assistant</a>
Student Affairs	<a href="#">Campus Activity Board</a>

## Hope's Mission Thrift Store

10

**Work Program Position:** Thrift Store Helper

**Student Responsibilities:** Helping with food pantry  
Supporting low income families  
Thrift store--sorting, tagging donated items

**Requirements/Comments:**

**Contact Person:** Howard Swick

**Phone:** 304-457-6888

**Job Location:** Main Street  
Philippi, WV

## **New Vision Renewal Energy**

### **1**

**Work Program Position:** IMPACT Mentor 1

**Student Responsibilities:** Work directly with the youth of Barbour County.  
Academic tutoring.

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 in 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 or Stephen Iwunor

**Phone:** 304-457-2971

**Job Location:** Philippi, WV  
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 or Stephen Iwunor

**Phone:** 304-457-2971

**Job Location:** Philippi, WV  
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 or Stephen Iwunor

**Phone:** 304-457-2971

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

## World Vision/Kid REACH/reachU

5

**Work Program Position:** Tutor/Mentor

**Student Responsibilities:** Tutoring students in all subjects (K-4th and 9th-12th) in after-school program (Philippi Elementary or Junior Elementary or PBHS.)  
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:** 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:** Philippi Elementary or Junior Elementary or PBHS  
Philippi or Junior WV 26416

**World Vision/Kid REACH/reachU**

**5**

**Work Program Position:** Social Media/Marketing/Communications

**Student Responsibilities:** Design and implement a communications messaging calendar  
Manage program's Social Media sites  
Assist with the communication with the program providers and other partners, participants and parents.  
Other duties as assigned by your supervisor.

**Requirements/Comments:**

**Contact Person:** Carol Malcolm-Parsons

**Phone:** 304-457-5270

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



## Admissions

14

**Work Program Position:** Office Assistant

**Student Responsibilities:** Works directly with Office of Admissions.  
Assist in the promotion of AB  
Administrative duties, answer phone, data entry, filing,  
mailings, run errands, admission events.

**Requirements/Comments:** Student must have good personality, be professional  
  
Confidentiality is a must

**Contact Person:** Rana Smith

**Phone:** 304-457-6256

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

## ACES Academic Center for Educational Success

28

**Work Program Position:** Lab Peer Assistant

**Student Responsibilities:** Students who are employed in ACES have a wide variety of responsibilities. Not only they manage, monitor, and maintain the ACES lab, they may also provide support for Disability Services as a Test Reader, Scribe, Proctor, or Runner, assist the director w

**Requirements/Comments:** Student who work in ACES agree to a semester-long work schedule a 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 Mason

**Phone:** 304-457-6274

**Job Location:** 3rd Floor Burbick

## Advancement

4

**Work Program Position:** Office Assistant

**Student Responsibilities:** Clerical type work

**Requirements/Comments:** Strong verbal and written communication

**Contact Person:** Pennie Roueche

**Phone:** 304-457-6321

**Job Location:** Burbick Hall-3rd Floor

## 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

## **Business Office**

**7**

**Work Program Position:** Office Assistant

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

**Requirements/Comments:**

**Contact Person:** Chad Mayle

**Phone:** 304-457-6410

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

## Campus Safety

8

**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

## Campus Services-Bookstore/Copy Center/Post Office

20

**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, Tammy Tallman or Kristi Freeman

**Phone:** 304-457-6238

**Job Location:** Campus Center

## Career Services

2

**Work Program Position:** Office Assistant

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

**Requirements/Comments:**

**Contact Person:** Kellie McMillen

**Phone:** 304-457-6380

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



## Coliseum- Football

12

**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:**

**Contact Person:** Theo Brown

**Phone:** 304-457-6435

**Job Location:** Coliseum

## Coliseum- Women's Volleyball

3

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

**Student Responsibilities:** Laundry  
Setup for practices

**Requirements/Comments:**

**Contact Person:** Abby Stoner

**Phone:** 304-457-6473

**Job Location:** Coliseum

## Coliseum-Acro/Tumbling

4

**Work Program Position:** Office Assistant

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

**Requirements/Comments:**

**Contact Person:** Emily Hosler

**Phone:** 304-457-6441

**Job Location:** Coliseum

## Coliseum-Ath. Training

### 12

**Work Program Position:** Athletic Training Aide

**Student Responsibilities:** Office management (i.e. filing paperwork, cleaning athletic training facility, laundry, stocking items)  
Field management (i.e. setting up the field for practices and games, helping athletic trainer with pre/post practice/game athlete needs, helping athletic trainer with field tear down, cleaning coolers, water bottles, hot and cold tubs)

**Requirements/Comments:** Must be reliable and punctual to all practices/games as I indicated by supervisor.

Must act in a professional manner at all times

Must wear appropriate clothing (no ripped jeans, no open toe shoes, no cut off t-shirts).

Must adhere to first aid/OSHA regulations and HIPPA regulations

**Contact Person:** Sarah Weaver

**Phone:** 304-457-6390

**Job Location:** Coliseum/Field

## 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:**

**Contact Person:** Matt Yurish, Zac Mishler

**Phone:** 304-457-6265

**Job Location:** Coliseum

## Coliseum-Game Management

25

**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-Women's Rugby

3

**Work Program Position:** Office Assistant/Equipment Assembly

**Student Responsibilities:** Office Assistant  
Equipment Assembly

**Requirements/Comments:**

**Contact Person:** Laura Miller

**Phone:** 304-457-6379

**Job Location:** Coliseum

## Coliseum-Lifeguard/Swimming

8

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

**Student Responsibilities:** Lifeguard  
Work open swim /events on campus when student/faculty/staff/community use the pool.  
Pool Maintenance  
Clean and organize pool

**Requirements/Comments:** CPR, First Aide, and Lifeguard Certification a MUST.....Copies of certification cards NEEDED for this position.

Knowledge and ability to think/react quickly to emergency situations if needed.

**Contact Person:** Katrice Keane

**Phone:** 304-457-6443

**Job Location:** Coliseum



## Coliseum-Men's Basketball

9

**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:**

**Contact Person:** Stephen Dye

**Phone:** 304-457-6284

**Job Location:** Coliseum

## Coliseum-Men's Lacrosse

12

**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:**

**Contact Person:** Robert "Ace" Mallonee

**Phone:** 304-457-6426

**Job Location:** Coliseum

## Coliseum-Men's Soccer

8

**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:**

**Contact Person:** Scott Phipps or Brandon Bautista

**Phone:** 304-457-6263 or 304-457-6434

**Job Location:** Coliseum

## Coliseum-Men's Volleyball

3

**Work Program Position:** General Staff- Men's Volleyball manager

**Student Responsibilities:** Marketing Manager  
General Manager  
Student Assistant Coach (2)  
Office Assistant

**Requirements/Comments:**

**Contact Person:** Charles Shoemaker

**Phone:** 304-457-6427

**Job Location:** Coliseum

**Coliseum-OA**

**9**

**Work Program Position:** Office Assistant

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

**Requirements/Comments:**

**Contact Person:** Samantha Croston

**Phone:** 304-457-6262

**Job Location:** Coliseum

## Coliseum-Softball

7

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

**Student Responsibilities:** Office Assistant, 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:**

**Contact Person:** Luke Shamblin

**Phone:** 304-457-6449

**Job Location:** Coliseum

## Coliseum-Spirit Squads

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:**

**Contact Person:** Chad Haller

**Phone:** 304-457-6494

**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:**

**Contact Person:** Kaylyn Christopher

**Phone:** 304-457-6279

**Job Location:** Coliseum



## Coliseum-Weight Room

12

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

**Student Responsibilities:** Responsible for supervising AB weight room and fitness room

Enforce all weight room rules and procedures

Ensure all people using the facility have proper identification

Sign all people in at the front desk

Clean Equipment, sweep floors and clean mirrors

Monitor any music that is played in the facility

Report any equipment malfunctions to the supervisor

Rack weights, bars and clips

Other duties as assigned by the supervisor

**Requirements/Comments:**

**Contact Person:**

**Phone:** 304-457-6435

**Job Location:** Coliseum

## Coliseum-Women's Basketball

6

**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:** Roy Boggess

**Phone:** 304-457-6332

**Job Location:** Coliseum

## Coliseum-Women's Lacrosse

7

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

**Student Responsibilities:** Filmers, laundry, field managers, and stats workers needed.  
Filers - 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:**

**Contact Person:** Paxton Boyer/Erin Gallagher

**Phone:** 304-457-6429/6425

**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:**

**Contact Person:** Jaron Hulme

**Phone:** 304-457-6479

**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:**

**Contact Person:** Sam Gardner

**Phone:** 304-457-6495

**Job Location:** Coliseum

## 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 \$9.75 per hour instead of the minimum wage of 8.75 per hour.

**Contact Person:** Vickie Duckworth

**Phone:** 304-457-6233

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

## Education

**1**

**Work Program Position:** Office Assistant

**Student Responsibilities:** Data Entry  
Creating documents and reports  
Scanning and copying documents  
Filing and Organizing  
Misc. tasks

**Requirements/Comments:** Prefer non athlete

No Education majors

No heavy lifting.

**Contact Person:** Jessica Vida

**Phone:** 304-457-6457

**Job Location:** Burbick Hall-3rd Floor

## **Financial Aid Office**

**5**

**Work Program Position:** Office Assistant

**Student Responsibilities:** Office tasks as assigned by supervisor may include filing, data entry, run errands, shred, pick up the campus mail, etc

**Requirements/Comments:**

**Contact Person:** Sondra Guire/Dawn Robinson

**Phone:** 304-457-6354

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



## Humanities

1

**Work Program Position:** Office Assistant

**Student Responsibilities:** Organized  
Grade Tests Proctor Tests  
Organizing Book Library  
Other Duties ass assigned by supervisor.

**Requirements/Comments:**

**Contact Person:** James Dunbar

**Phone:** 304-457-6240

**Job Location:** Withers-Brandon

## Humanities

2

**Work Program Position:** Mission Team Assistant

**Student Responsibilities:** Assist in planning trips to Nicaragua, Camden, NJ, or other designated places.

Be responsible for all publicity for the trips and meetings.  
Assist with planning, calling and leading meetings for the teams.

Assist with the correspondence related to the trips.

Be responsible for fund-raising efforts on and off campus.

**Requirements/Comments:**

**Contact Person:** Bill Klaus

**Phone:** 304-457-6243

**Job Location:** Wither-Brandon

**Humanities-**

**3**

**Work Program Position:** Office Assistant

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

**Requirements/Comments:**

**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:**

**Contact Person:** Kim Wilkie

**Phone:** 304-457-6294

**Job Location:** Withers-Brandon Hall

## 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-Mass Communications

2

**Work Program Position:** Communication Specialist

**Student Responsibilities:** Video and audio recording and editing, as well as performing general office work.

**Requirements/Comments:** Dependable, video, audio and computer knowledge a plus. Work hours agreed upon.

**Contact Person:**

**Phone:** 304-457-6222

**Job Location:** Burbick 407

## Humanities-Psychology

2

**Work Program Position:** Office Assistant

**Student Responsibilities:** Copying  
Filing  
Data Entry  
Research  
Organizing

**Requirements/Comments:** Preferred, although not required Sophomore rank with GPA of at least 3.0

**Contact Person:** Kari Sisk

**Phone:** 304-457-6275

**Job Location:** Withers-Brandon Hall

## Library

23

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

**Student Responsibilities:** 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



## Library-Switchboard

6

**Work Program Position:** Switchboard Operator

**Student Responsibilities:** Answering and directing phone calls to various campus offices.

**Requirements/Comments:**

**Contact Person:** David Hoxie/Kelly Bracey

**Phone:** 304-457-6306

**Job Location:** Library

## Marketing/Communications

5

**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:**

**Contact Person:** Leah Knicely

**Phone:** 304-457-6386

**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:**

**Contact Person:** Leah Knicely

**Phone:** 304-457-6386

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

## **Athletic Communications-Sports Information**

**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:**

**Contact Person:** Phil Fetty

**Phone:** 304-457-6236

**Job Location:** Coliseum

## Music

### 2

**Work Program Position:** Instrumental Librarian/Instrumental Festival Assistant/Video Music Recording Assistant/Music Office Assistant

**Student Responsibilities:** File music in instrumental libraries (WC 9)  
Maintain instrumental music database  
Maintain cleanliness of instrumental library  
Distribute/ collect instrumental music  
Catalog all instrumental music  
Communicate with ensemble directors regarding library needs  
As needed, student responsibilities can also include but are not limited to the following: Prepare classrooms/Rehearsal and Performance space, typing, running errands and filing  
Assist Instrumental Directors with Instrumental Festival planning-publicity, etc.  
Miscellaneous tasks that may overlap with other projects  
Must be available for at least 1 audition weekend  
Must be able to work when scheduled  
5-7 hours per week

**Requirements/Comments:** MUST be a member of Concert Band, Brass Choir, or Jazz Ensemble. MUST be available to perform tasks for fall and spring semester under the Work Program. Basic computer skills a must.

Must agree to take training in and be available for recording Music Department events.

**Contact Person:** Val Huffman

**Phone:** 304-457-6200 or 304-457-6304

**Job Location:** Wilcox Chapel/Paul Jones Hall

## Music

7

**Work Program Position:** Music Office Assistant/Video Music Recording Assistant/Live Stream

**Student Responsibilities:** Typing  
Prepare classrooms/rehearsal and performance spaces  
Monitor facilities usage  
Run errands  
Filing  
Assist with events--hosting, ushering, etc.  
Set up/remove audio equipment for recording performances  
Make/monitor video recordings of performances  
Live stream selected music performances--Get equipment and setup from Marketing and IT Dept.  
Work as stage crew for performances  
Miscellaneous tasks that may overlap with other projects.  
Must be able to work when scheduled 5-7 hours per week--  
Must be available for 1 audition weekend

**Requirements/Comments:** Student must have good communication skills and interact well with others. Basic computer skills are a plus. Student should have the initiative and flexibility to complete tasks on their own. Driver's license required.

Must agree to take training in and be available for recording Music Department events.

**Contact Person:** Lewis Hall

**Phone:** 304-457-6200 or 304-457-6304

**Job Location:** Wilcox Chapel/ Paul Jones Hall

## Music

### 2

**Work Program Position:** Musical Ensemble Assistant/Video Music Recording Assistant /Music Office Assistant

**Student Responsibilities:** Move instruments/equipment to/from performance locations

- Set up/remove stands, chairs, risers, etc. for performances
- Check instrument/equipment inventory
- Clean/maintain performance and rehearsal locations
- Work as stage crew for performances
- Record video of events when needed
- Miscellaneous tasks that may overlap with other projects
- Must be available for at least 1 audition weekend
- Must be able to work when scheduled 5-7 hours week
- As needed, student responsibilities can also include but not limited to the following: Prepare classrooms. Rehearsal and performance space, typing, run errands and filing.

**Requirements/Comments:** MUST be able to handle some heavy equipment. Student should have the initiative and flexibility to complete tasks on their own. Student enrolled in ensemble a plus. Driver's license a plus.

Must agree to take training in and be available for recording Music Department events.

**Contact Person:** Val Huffman

**Phone:** 304-457-6200 or 304-457-6304

**Job Location:** Wilcox Chapel/ Paul Jones Hall

## Music

2

**Work Program Position:** Choral Librarian and Choral Festival/Video Music Recording Assistant/Music Office Assistant

**Student Responsibilities:** Catalog all choral music  
File music in choral libraries (WC7)  
Maintain choral music database  
Maintain cleanliness of choral library  
Distribute and collect choral music  
Communicate with ensemble directors regarding library needs  
Work as stage crew for performances  
Work video recording for performances  
Assist Choral Director with Choral Festival planning- publicity, etc.  
miscellaneous tasks that may overlap with other projects  
Must be able to work when scheduled----Must be available for at least 1 audition weekend  
As needed, student responsibilities can also include but are not limited to the following: Prepare classrooms/Rehearsal and performance space, typing, run errands and filing. 5-7 hours per week

**Requirements/Comments:** MUST be a member of Concert Band, Brass Choir, or Jazz Ensemble. MUST be available to perform tasks for fall and spring semester under the Work Program. Basic computer skills a must.

Must agree to take training and be available for recording School of Music events.

**Contact Person:** Lewis Hall

**Phone:** 304-457-6200 or 304-457-6304

**Job Location:** Wilcox Chapel/Paul Jones Hall



## Nursing

### 1

**Work Program Position:** Office Assistant

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

**Requirements/Comments:** Professionalism  
  
Confidentiality  
  
Organization

**Contact Person:** Kim White

**Phone:** 304-457-6385

**Job Location:** Myers Hall

## Physical Plant

2

**Work Program Position:** Vic Wright

**Student Responsibilities:** General Maintenance

**Requirements/Comments:**

**Contact Person:** Vic Wright

**Phone:** 304-457-6247

**Job Location:** Physical Plant

## Physical Plant

2

**Work Program Position:** Office Assistant

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

**Requirements/Comments:**

**Contact Person:** Bonnie Currence

**Phone:** 304-457-6247

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

## Physical Plant

2

**Work Program Position:** Housekeeping Helpers

**Student Responsibilities:** Occasional duties include: 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:**

**Contact Person:** Sherry Allen

**Phone:** 304-457-6247

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

## Health, Science, Technology and Mathematics (Natural Science)

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

**Health, Science, Technology and Mathematics (Natural Science)**

**5**

**Work Program Position:** Biology TA

**Student Responsibilities:** Be available to answer student questions.

**Requirements/Comments:**

**Contact Person:** Kristen Kelps Winter

**Phone:** 304-457-6245

**Job Location:** Kemper Redd Science Center

## Health, Science, Technology and Mathematics (Natural Science)

### 6

**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

## Health, Science, Technology and Mathematics (Natural Science)

### 5

**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:** Matt McKinnie

**Phone:** 304-457-6428

**Job Location:** Kemper Redd Science Center



## Health, Science, Technology and Mathematics (Natural Science)

### 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

## Health, Science, Technology and Mathematics (Natural Science)

11

**Work Program Position:** Math Lab Tutor

**Student Responsibilities:** Math tutoring for students

**Requirements/Comments:**

**Contact Person:** Adam Anderson

**Phone:** 304-457-6217

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

## Health, Science, Technology and Mathematics (Natural Science)

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:**

**Phone:**

**Job Location:** Kemper Redd Science Center

## Natural Science-Computer Lab

3

**Work Program Position:** Introductory Lab Teaching Assistant

**Student Responsibilities:** Lab Assistant for Introductory Computer Science Courses.  
Must have passed CSCI 110,120 (or equivalent) with at least a B.

**Requirements/Comments:**

**Contact Person:**

**Phone:** 304-457-6217

**Job Location:** Kemper Redd Science Center

## Health, Science, Technology and Mathematics (Natural Science)

3

**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:**

**Phone:** 304-457-6246

**Job Location:** Kemper Redd Science Center

## Health, Science, Technology and Mathematics

**1**

**Work Program Position:** Lab Tech (Physics)

**Student Responsibilities:** Teaching Assistant  
Test and set-up lab equipment  
Advise students during lab  
grade lab notebooks

**Requirements/Comments:**

**Contact Person:** Igor Woiciechowski

**Phone:** 304-457-6254

**Job Location:** Kemper-Redd

## Health, Science, Technology and Mathematics (Natural Science)

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

**Health, Science, Technology and Mathematics (Computer Science)**

**2**

**Work Program Position:** Web Application Developer

**Student Responsibilities:** Design, develop and implement a web application for tracking the Go-Give intern students' attendance at their work sites.

**Requirements/Comments:** n/a

**Contact Person:** Adam Anderson

**Phone:** 304-457-6217

**Job Location:** Kemper Redd Science Center



## Social Science-Political

3

**Work Program Position:** Office Assistant

**Student Responsibilities:** Retrieving library materials  
Summarizing short articles  
Contacting state Secretaries of State to obtain course related materials  
proofreading/correcting notes for professor  
Filing literature from Library or online for publication I am writing  
Helping with proposals for grants  
Organizing office shelves and resources

**Requirements/Comments:**

**Contact Person:**

**Phone:** 304-457-6330

**Job Location:**

## 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

## 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:**

**Contact Person:** Bill Klaus

**Phone:** 304-457-6345

**Job Location:** Social Sciences

## Social Sciences Semester in Austria-Office

### 1

**Work Program Position:** Student Assistant

**Student Responsibilities:** Assist with the organization of study abroad programs

**Requirements/Comments:**

**Contact Person:** John Hicks

**Phone:** 304-457-6319

**Job Location:** Social Sciences

## Sport Management

### 1

**Work Program Position:** Office Assistant

**Student Responsibilities:** Administrative duties (filing, travel arrangements, phone calls, electronic communication).  
Grading assignments  
Research opportunities

**Requirements/Comments:** Enthusiasm, hard work ethic and willingness to learn a must.

Confidentiality a must

**Contact Person:** Philip Fetty

**Phone:** 304-457-6236

**Job Location:** Withers-Brandon Hall Rm 212

## Student Affairs

18

**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:** David Faletta

**Phone:** 304-457-6213

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

## Student Affairs

### 6

**Work Program Position:** Game Room/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:** David Faletta

**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- CAB**

**4**

**Work Program Position:** Campus Activities Board

**Student Responsibilities:** Answer phone/take messages  
Set up/tear down events  
Design, Print, and Post Publicity  
Maintain CAB Social Media Sites  
Assist with publicity of events  
Cover for other proctors when needed  
Miscellaneous tasks

**Requirements/Comments:** Student must be able to work independently. Student must be dependable, flexible and trustworthy. Job can be very busy at times. Position will be filled by an elected member.

**Contact Person:** Teresa VanAlsborg

**Phone:** 304-457-6269

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