

<b>Department</b>	<b>Positions</b>
<b>OFF CAMPUS</b>	
Hope's Mission Thrift Store	<a href="#"><u>General Assistant</u></a>
New Vision Renewal Energy	<a href="#"><u>Community Recreation Center Manager</u></a>
New Vision Renewal Energy	<a href="#"><u>Non-Profit Management</u></a>
New Vison Renewal Energy	<a href="#"><u>Technology Assistant</u></a>
Philippi Public Library	<a href="#"><u>Library Clerk</u></a>
<b>ON CAMPUS</b>	
ACES (Academic Center for Educational Success)	<a href="#"><u>Lab Peer Assistant</u></a>
Admissions	<a href="#"><u>Office Assistant</u></a>
Advancement	<a href="#"><u>Office Assistant</u></a>
ATP (Athletic Training Program)	<a href="#"><u>Office Assistant</u></a>
Business I	<a href="#"><u>Receptionist/Intake</u></a>
Business II	<a href="#"><u>Office Assistant</u></a>
Business Office	<a href="#"><u>Office Assistant</u></a>
Campus Safety	<a href="#"><u>Safety Assistant</u></a>
Campus Services-Bookstore/Copy Center/Post Office	<a href="#"><u>Student Assistant</u></a>
Career Services	<a href="#"><u>Office Assistant</u></a>
Coliseum-Acro/Tumbling	<a href="#"><u>Office Assistant</u></a>
Coliseum-Athletic Communications-Sports Information	<a href="#"><u>Sports Information</u></a>
Coliseum-Athletic Training	<a href="#"><u>Athletic Training Aide</u></a>
Coliseum-Baseball	<a href="#"><u>General Staff-Baseball</u></a>
Coliseum-Men's Basketball I	<a href="#"><u>General Staff-Men's Basketball manager</u></a>
Coliseum-Men's Basketball II	<a href="#"><u>Men's Basketball Student Assistant</u></a>
Coliseum-Men's Basketball III	<a href="#"><u>Director of Creative Media</u></a>
Coliseum-Women's Basketball	<a href="#"><u>Women's Basketball Manager</u></a>
Coliseum-Football	<a href="#"><u>General Staff-Football</u></a>
Coliseum-Game Management	<a href="#"><u>Game Day Management</u></a>
Coliseum-Men's Lacrosse	<a href="#"><u>General Staff</u></a>
Coliseum-Women's Lacrosse	<a href="#"><u>General Staff</u></a>
Coliseum- Lifeguard/Swimming	<a href="#"><u>General Staff-Lifeguard</u></a>
Coliseum-OA	<a href="#"><u>Office Assistant/Ticket Sales</u></a>
Coliseum-Rugby	<a href="#"><u>Office Assistant/Equipment Assembly</u></a>
Coliseum-Men's Soccer	<a href="#"><u>General Staff-Men's Soccer</u></a>
Coliseum-Women's Soccer	<a href="#"><u>General Staff-Women's Soccer</u></a>
Coliseum-Softball	<a href="#"><u>General Staff-Softball</u></a>
Coliseum-Spirit Squads	<a href="#"><u>General Staff</u></a>
Coliseum- Track/XC	<a href="#"><u>General Staff-Track/XC</u></a>
Coliseum-Men's Volleyball	<a href="#"><u>General Staff-Men's Volleyball</u></a>

Coliseum-Women's Volleyball	<a href="#">General Staff-Women's Volleyball</a>
Coliseum-Weight Room	<a href="#">General Staff-Weight Room</a>
Coliseum-Wrestling	<a href="#">General Staff-Wrestling</a>
Dining Services (Heiner Hall, Jazzman's, Sub Connections and EJ&Emma's)	<a href="#">Food Service</a>
Financial Aid Office	<a href="#">Office Assistant</a>
Health, Science, Technology and Mathematics	<a href="#">Office Assistant</a>
Health, Science, Technology and Mathematics	<a href="#">Math Lab Tutor</a>
Health, Science, Technology and Mathematics	<a href="#">Introductory Lab Teaching Assistant</a>
Health, Science, Technology and Mathematics	<a href="#">Chemistry Lab</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="#">General Biology Laboratory Technician</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="#">Biology TA</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="#">Biology 370 Cell Biology Lab Assistant</a>
Human Resources	<a href="#">Office Assistant</a>
Humanities-Psychology	<a href="#">Office Assistant</a>
Humanities	<a href="#">Office Assistant</a>
Humanities-Criminal Justice	<a href="#">Office Assistant</a>
Humanities-Mass Communications	<a href="#">Office Assistant</a>
Humanities-Mass Communications	<a href="#">Office Assistant</a>
Humanities- Communications/English	<a href="#">Office Assistant</a>
Humanities-Mission Team	<a href="#">Mission Team Assistant</a>
Humanities	<a href="#">Assistant to Dr. Starr</a>



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[Menu](#)

**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:** Community Recreation Center manager

**Student Responsibilities:** Over seeing a community recreation facility and engaging with youth and community members in health promotion activities such as Basketball; soccer; weight lifting; e sports, chess, pitching into the centers automatic ball return system. You will be encouraged to work out and join with community members in active play while you oversee the facility.

**Requirements/Comments:** The approved work study person will be able to work flexible hours and we are able to assist with transportation. Ideal position for active athletes or those studying sports management or physical therapy. Organization mentor's youth and is looking for creative ways to engage youth and families. Must be willing to work with diverse ages and have good personal work ethic.

**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:** Learning and assisting with all aspects of a community nonprofit organization that is focused on promoting health and community production. Learn community organizing, fundraising and community production skills. Ideal if you want to make a difference while you are working.

**Requirements/Comments:** Must be reliable and be willing to work in a diverse setting. Good work ethic with, 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

**Philippi Public Library**

2

**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  
Help with story hour. Reading, Vocabulary and Mathematics  
Any other duties as assigned by Library Director

**Requirements/Comments:** Must be full vaccinated against COVID  
Must wear a mask  
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



**ACES Academic Center for Educational Success**

28

**Work Program Position:** Lab Peer Assistant  
Tutor

**Student Responsibilities:** Students who are employed in ACES have a wide variety of responsibilities. Not only do they manage, monitor, and maintain the ACES lab area, they may also provide support for Disability Services as a Test Reader, Scribe, Proctor. Most of the ACES staff provide course specific tutoring services eventually as well. Some new employees are eligible to tutor immediately while other will not do so until they have been on staff for at least 1 semester.

**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 semester.

Students who work in ACES may be privy to confidential or sensitive information and are trusted to manage the Lab during times the Director is not in the office. Those who work in ACES must be ready to assume this level of responsibility if they accept an offered position.

\*\*Please come by ACES to submit an application or to discuss openings.

**Contact Person:** Amy Mason

**Email:** masonar@ab.edu

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

## 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/Paula Daniels

**Phone:** 304-457-6256

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

**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**

**1**

**Work Program Position:** AB Rural Innovation Center Receptionist/Intake

**Student Responsibilities:** Greeting visitors to Center  
Answering phone  
Answering questions  
Providing intake assistance

**Requirements/Comments:**

**Contact Person:** Dr. Drew Ciccarello

**Phone:** 304-457-6260

**Email:** ciccarelloan@ab.edu

**Job Location:** Downtown Philippi

**Business**

**2**

**Work Program Position:** Office/Marketing Assistant

**Student Responsibilities:** Designing and maintaining COB bulletin boards  
Reviewing "Flash Reports" and developing follow-up lists  
Sending emails to potential students

**Requirements/Comments:**

**Contact Person:** Dr. Drew Ciccarello

**Phone:** 304-457-6260

**Email:** ciccarelloan@ab.edu

**Job Location:** Withers-Brandon Hall

**Business Office**

**12**

**Work Program Position:** Office Assistant

**Student Responsibilities:** Copying, filing, shredding, assisting Business Office staff.  
Other general office duties as assigned.

**Requirements/Comments:**

**Contact Person:** Ronda Howell

**Phone:** 304-457-6327

**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:** Career Services Assistant

**Student Responsibilities:** Assisting fellow students with career information  
Critiquing resumes and cover letters  
Assisting the Director of Career Services with projects and events  
Increasing student awareness of the Career Center  
Entering jobs and internships into databases

**Requirements/Comments:** Would prefer a Junior or Senior but will open to Sophmores as well

**Contact Person:** Kellie McMillen

**Phone:** 304-457-6380

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

**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:** Chad Haller

**Phone:** 304-457-6494

**Job Location:** Coliseum

**Coliseum-Athletic Communications-Sports Information**

**22**

**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:** Blake Smith

**Phone:** 304-457-6445

**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 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**

**13**

**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:** Zac Mishler, Luke Jaksich

**Phone:** 260-350-3613, 304-457-6456

**Job Location:** Paul Jones

**Coliseum-Men's Basketball I**

5

**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:** Ta-Rel Franklin

**Phone:** 304-457-6423

**Job Location:** Coliseum

## Coliseum-Men's Basketball II

3

**Work Program Position:** Men's Basketball Student Assistant

**Student Responsibilities:** Accepted individuals will learn about a college basketball program and gain experience on and off the court.  
Ensuring facility is prepared with all items needed daily for practice  
Additional responsibilities will be given as assigned

**Requirements/Comments:** Must have the ability to pass/rebound to assist coaches in practice/workouts  
Must be responsible, have organizational skills and be able to keep a schedule

All individuals who have interest in this position are encouraged to apply.

Resumes can be sent to Assistant Men's Basketball Coach, Ta-Rel Franklin  
franklinta@ab.edu

**Contact Person:** Ta-Rel Franklin

**Phone:** 304-457-6423

**Job Location:** Coliseum



**Coliseum-Men's Basketball III**

**1**

**Work Program Position:** Director of Creative Media

**Student Responsibilities:** Creating content for the Men's Basketball social media platforms. Additional responsibilities will be given as assigned

**Requirements/Comments:** Proficient knowledge of social media platforms (Facebook, Instagram and Twitter)  
Knowledge of Adobe, Photoshop, Boxout Sports or other creative media software  
Proficient with taking pictures and putting graphics together  
Proficient with taking videos and video editing

All individuals who have interest in this position are encouraged to apply.

Resumes can be sent to Assistant Men's Basketball Coach, Ta-Rel Franklin  
franklinta@ab.edu

**Contact Person:** Ta-Rel Franklin

**Phone:** 304-457-6423

**Job Location:** Coliseum

## Coliseum-Women's Basketball

6

### **Work Program Position:** Women's Basketball student manager

Student managers for AB Women's Basketball are critical to the daily operations and success of our team. These individuals provide assistance with equipment care and maintenance, practice set-up, laundry, and occasionally travel with our team providing assistance on road trips.

### **Student Manager Opportunities**

**On-The Field/On-The Court** -required to work all practices, games, and training camps (this includes, pre-season, regular season, and postseason). It is their duty to check with the coaches/staff to see what they will need for daily practices and competition. This duty requires the most time commitment which includes nights, weekends, holidays, and travel.

**Laundry & Equipment Management** -responsible for laundering all athletic apparel used on a daily basis in their assigned equipment room. They oversee the collection, sorting, washing, handling, and distribution of said apparel. Duties also include, but are not limited to, the receiving and inventory of incoming athletic apparel, assisting in travel preparation, and daily equipment maintenance

### **Student Manager Requirements:**

Must be a CURRENT or INCOMING full-time student (minimum 12 credit hours per semester)

Must be in good academic standing with the University

Must follow all NCAA regulations and associated team rules.

### **What we look for in a student manger:**

Work Ethic

Detail Oriented

Accountability

Dependable and Responsible

Sport Specific I.Q.

### **Student Manager Benefits**

Being a Student Manager is an opportunity to be actively involved with Women's Basketball & Alderson Broaddus Athletics on a first hand basis. As part of our program, student managers will have the opportunity to travel with our team on road trips, and gain insight into the daily activities required for operating a collegiate athletic program. Student managers also receive athletic apparel and footwear for all work.

**Contact Person:** Summer Quesenberry  
**Email:** [quesenberrysn@ab.edu](mailto:quesenberrysn@ab.edu)  
**Job Location:** Coliseum

## Coliseum- Football

12

### **Student Manger Requirements:**

- Must be a CURRENT or INCOMING full-time student (minimum 12 credit hours per semester)
- Must be in good academic standing with the University
- Must follow all NCAA regulations and associated team rules.

### **What we look for in a student manger:**

1. Work Ethic
2. Detail Oriented
3. Accountability
4. Dependable and Responsible
5. Sport Specific I.Q.

### **FOOTBALL STUDENT MANAGER POSITIONS:**

#### **ON THE FIELD:**

- 1) Are required to work all practices, games, and training camps (this includes, pre-season, regular season, and postseason). Each manager is assigned a specific position/area of interest within the Football Program that they will work with for the duration of the season including Spring Ball. It is their duty to check with the coaches/staff to see what they will need for daily practices and competition. This job requires the most time commitment which includes nights, weekends, holidays, and possible travel.

#### **EQUIPMENT/LAUNDRY:**

- 1) Are responsible for laundering all athletic apparel used on a daily basis. They oversee the collection, sorting, washing, handling, and distribution of said apparel. The laundry is done in the evenings with a starting time of approximately 6pm. Based on the load count, this job's ending time fluctuates.
- 2) Assist equipment staff in daily equipment duties. These duties include, but not limited to, the receiving and inventory of incoming athletic apparel, assisting in travel preparation for the football team, and daily equipment maintenance

#### **FILMERS**

- 1) This position coordinates and administers the operation of the video services unit for the Football Team, the videotaping of athletic events of Home & Away Games, the utilization of the computer editing software to prepare materials for upcoming athletic events and the production of original videos to be used for promotion, recruiting, practice and motivational purposes.
- 2) Assists in physical set-up for videotaping of athletic events for both home and visitor cameras. Prepares for transportation of equipment to athletic events. Assists in videotaping of athletic events by personnel. Assists in daily football practice duties of videotaping and editing for coaches for breakdown and study purposes. Assists in producing highlight tapes for promotional recruitment and motivational use. Conceptualizes and designs, with input from coaching staff, videotaping plan with

regard to camera positions and assignments. Assists in producing situational cut-ups and statistical data videos by position, play and formation for coaching staff. Performs routine maintenance on equipment which includes troubleshooting and maintenance of video equipment for on and off-site athletic events. Assists in coordinating film exchanges in accordance with MEC and NCAA guidelines; which includes documenting number of copies, adhering to deadlines, shipping guidelines, and formats. Assists in preparation of all football camps and clinics as requested by coaching staff

3) Possible Travel and Overnight Stay with the team.

#### **OFFICE/RECRUITING ASSISTANT**

- 1) Mailings, Checking & responding to emails. Forwarding emails to proper recruiting coaches. Assisting with campus tours, evaluating prospective student athletes. Assisting with graphics, picture and social media outputs.
- 2) Clerical, filing, computer skills related to Football Recruiting.
- 3) Working knowledge of Alderson Broaddus with Student Applications, Daily Operations and AB Football Recruiting Process.
- 4) Assist with setting up Current Football Players as Overnight & Lunch Host

<b>Contact Person:</b>	Brian Staats
<b>Phone:</b>	304-457-6419
<b>Job Location:</b>	Paul Jones

**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:** Students must show up for work.

**Contact Person:** Abby Stoner

**Phone:** 304-457-6473

**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:** Paul Jones

**Coliseum-Women's Lacrosse**

**7**

**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:**

**Contact Person:** Paxton Boyer

**Phone:** 304-457-6429

**Job Location:** Paul Jones

**Coliseum-Lifeguard/Swimming**

**10**

**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:** Doug Alban

**Phone:** 304-457-6443

**Email:** albandm@ab.edu

**Job Location:** Coliseum



Coliseum-OA

13

**Work Program Position:** Office Assistant/Ticket Sales

**Student Responsibilities:** Administrative duties, data entry, filing, mailings, run errands, athletic events  
Assisting with Game Day Management duties  
Various table duties  
Athletic facility assistance

**Requirements/Comments:** Non-athletic preferred

**Contact Person:** Samantha Croston

**Phone:** 304-457-6262

**Job Location:** Paul Jones

**Coliseum-Rugby**

**3**

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

**Student Responsibilities:** Office Assistant  
Equipment Assembly

**Requirements/Comments:**

**Contact Person:** John Baker

**Phone:** 304-457-6583

**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

**Phone:** 304-457-6263

**Job Location:** Paul Jones

**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:** Paul Jones

**Coliseum-Softball**

**11**

**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:** Paul Jones

## 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, taking pictures at meets/practices, prepping for practice (either on campus or the high school), and washing laundry.

**Requirements/Comments:**

**Contact Person:** Paris Vaughan

**Phone:** 304-457-6279

**Job Location:** Coliseum/Philipp Barbour High School Complex

**Coliseum-Men's Volleyball**

**3**

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

**Student Responsibilities:** Complete team laundry on a regular basis  
Clean locker room and office areas as needed  
Responsible for practice, game day and travel preparation  
(This includes packing travel bags and game gear)  
Assist in management of social media accounts  
Advertise matches, fundraisers, camps/clinics, and other team related activities  
Assist in any office related errands  
Any other duties assigned by the immediate supervisor

**Requirements/Comments:**

**Contact Person:** Charles Shoemaker

**Phone:** 304-457-6427

**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-Weight Room**

**14**

**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:** Abby Stoner

**Phone:** 304-457-6473

**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)

**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

**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:** Kelli Blake

**Phone:** 304-457-6246

**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-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:** Adam Anderson

**Phone:** 304-457-6217

**Job Location:** Kemper Redd Science Center



**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:** Sobha Gorugantula

**Phone:** 304-457-6250

**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

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 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:** Matt McKinney/Kristi Grassi

**Phone:** 304-457-6259/6245

**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 McKinney

**Phone:** 304-457-6259

**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:** Kristi Grassi

**Phone:** 304-457-6245

**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:** Matt McKinney

**Phone:** 304-457-6259

**Job Location:** Kemper Redd Science Center

**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



## Human Resources

1

**Work Program Position:** Office Assistant

**Student Responsibilities:** Student will assist in a variety of office and customer service related tasks such as greeting and assisting employees, making copies, filing, shredding paper, and other duties as needed.

**Requirements/Comments:** Must have good communication skills.  
Must have the ability to interact with other employees in a courteous, business-like manner while handling/viewing confidential information  
Must be dependable and work agreed upon schedule

**Contact Person:** Jennifer Phillips

**Phone:** 304-457-6590

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

**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

**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-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:** James Dorsey

**Phone:** 304-457-6330

**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:** Dr. Joni Gray

**Phone:** 304-457-6313

**Job Location:** Withers-Brandon Hall, Rm 105

**Humanities- Mass Communications**

**1**

**Work Program Position:** Office Assistant

**Student Responsibilities:** General office tasks/work

**Requirements/Comments:** Work hours agreed upon

**Contact Person:** Dr. Joni Gray

**Phone:** 304-457-6313

**Job Location:** Withers-Brandon Hall, Rm. 105

**Humanities- Communications/English**

**1**

**Work Program Position:** Office Assistant

**Student Responsibilities:** General office duties

**Requirements/Comments:**

**Contact Person:** Kim Elza-Wilkie

**Phone:** 304-457-6294

**Job Location:** Withers-Brandon Hall

**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:** Withers-Brandon Hall



**Humanities-English**

**1**

**Work Program Position:** Assistant to Dr. Starr

**Student Responsibilities:** Typing  
Making copies  
Working on research projects including working with  
copies of rare manuscripts  
Some writing and reading

**Requirements/Comments:** Looking for someone who loves C.S. Lewis, Narnia, Sci-fi  
and fantasy stories, or reading books in general.

**Contact Person:** Dr. Charlie Starr

**Phone:** 606-922-0999

**Email:** starrcw@ab.edu

**Job Location:** Withers-Brandon Hall, 202C

**Library**

**23**

**Work Program Position:** Library Assistant

**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  
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.

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:** Cary Sponaugle

**Phone:** 304-457-6323

**Job Location:** Burbick Hall-3rd 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:** Cary Sponaugle

**Phone:** 304-457-6323

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

**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:** 304-457-6394

**Job Location:** Myers Hall

## Nursing

2

**Work Program Position:** Nursing Skills Lab Assistant

**Student Responsibilities:** Organization and supply management  
Providing assistance to students during skills lab hours  
Annual inventory of skills and simulation labs  
Upkeep of skills lab area

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

**Contact Person:** Kimberly White

**Phone:** 304-457-6394

**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

**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:** Bill Klaus

**Phone:** 304-457-6345

**Job Location:** Withers-Brandon Hall

**Social Science-Public Administration**

**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:** Hayford Nsiah

**Phone:** 304-457-6286

**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:** Withers-Brandon Hall

**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

**Sport Management-Business**

**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:** Dr. Drew Ciccarello

**Phone:** 304-457-6260

**Email:** ciccarelloan@ab.edu

**Job Location:** Withers-Brandon

**Student Affairs**

**18**

**Work Program Position:** Fitness Center

**Student Responsibilities:** Supervise use of the workout equipment  
Maintain cleanliness of facility  
Maintain log of facility usage  
Report maintenance needs to Office of Student Affairs  
Enforce fitness center rules

**Requirements/Comments:** Must be reliable and work when scheduled

**Contact Person:** David Faletta

**Phone:** 304-457-6235

**Job Location:** Campus Center Fitness Center



**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:** Student Affairs Office-Campus Center

**Student Affairs- CAB**

**4**

**Work Program Position:** Campus Activities and Events

**Student Responsibilities:** Set up/tear down events  
Design, Print, and Post Publicity  
Assist with publicity of events

**Requirements/Comments:** Must be able to work independently  
Must be dependable, flexible and trustworthy

**Contact Person:** David Falletta

**Phone:** 304-457-6235

**Job Location:** Campus Center

