

Student Employment Classifieds

2018-2019

<http://www.monmouthcollege.edu/admissions/financial-aid/work-study.aspx>

Last Updated: January 28, 2019

In these Classifieds, as in any, you will find the names, locations and phone numbers of employers along with a brief description of the position or skills needed for a position. Please utilize these classifieds to aid you in your search for on-campus employment. If you have any questions or concerns, please contact the Financial Aid Office.

These Classifieds will be updated as needed to bring you the latest information on positions available on campus. At the beginning of each semester the list may be significantly longer than at other times. Please continue to monitor for the latest information and availability of positions.

Please be aware, that in most cases, priority in hiring for positions will be given to students who qualify for Federal Work-study as part of their financial aid award.

Campus Dining Services

has positions available at the Scots dining room, Scotland Yard, Catering and Hewes Library Einstein Bagels

Apply in person at the Stockdale Center.

For students interested in working for the **Physics Department**, see Dr. Chris Fasano. His office is in CSB Rm. 154 or email cfasano@monm.edu

The Physics Dept. is looking for an Office Assistant/Lab Cleaner, and Lab Assistants for Astronomy and Introductory Physics

Applicants for the Lab Assistant positions must have experience i.e. have taken or be taking the Introductory Physics sequence (Physics 130 and/or Physics 132 and/or Physics 134).

NOTICE TO ALL STUDENT EMPLOYEES:
Proper Federal and State Employment Forms including I-9 and W-4 forms must be completed by each student PRIOR TO WORKING.

Once paperwork has been completed with the Personnel Office, access to an on-line electronic time-entry card will be provided.

No student is to work without first completing forms and having gained on-line access.

Athletics & Health and Fitness

If you are interested in working for **Monmouth College Huff Athletics & Trotter Fitness Complex**, please follow the link below.

<https://www.monmouthcollege.edu/life/wellness/employment.aspx>

Lifeguard

Positions are available at the Pepper Natatorium. Must have proper certification with you and preference will be given to work-study eligible students.

For more information, please follow the link below.

<https://www.monmouthcollege.edu/life/wellness/employment.aspx>

Tutors

The local Elementary Schools in Monmouth will be operating a "Homework Club" for children in grades K-6. College students who are **work study eligible** and interested in being tutors for this program should be available to work various hours Monday through Friday. Your timecards will be approved by the supervising teacher/administrator at the local school, however your wages will be paid by the college. Homework Club is expected to start in October.

If interested, please contact the Financial Aid Office immediately at #2129 or stop by the office in the lower level of the Admission Building.

Music Department

seeks talented and hard-working individuals with a deep knowledge of and appreciation for music to provide a variety of clerical, public relations, and recruiting services relating to the administration of the academic and performance components of the department. The ability to read music is required.

Interested students contact Tim Pahel at tpahel@monmouthcollege.edu

Sports Information

Various help needed in the Sports Information Department. Available jobs will include, but are not limited to - office work, play-by-play announcers, video camera operators, scoreboard operators, public address announcer, statisticians, photography and general game management. Some knowledge of sports is helpful but not necessary.

Workers are needed immediately. To apply see Dan Nolan in Room 2088, Huff Athletic Center or phone 2322.

For local part-time job openings:

Contact the Wackerle Career and Leadership Center with questions (ext. 2115).

Multimedia Tech Crew

Audio-Visual Services is seeking motivated students to assist with campus events sound and lighting. AV experience preferred, but not necessary. Training will be provided.

Work Study preferred, not required.

Applications are available in the Office of Campus Events, Stockdale Center or Stockdale@monmouthcollege.edu.

Theatre Scene Shop Workers Wanted

Experience preferred. Applicants should be experienced in the use of hand and power tools and interested in painting and A/V work. Please contact Doug Rankin via email to arrange an interview

drankin@monmouthcollege.edu

The Classics Department is looking to hire a **Student Assistant** to aid Hannah Rille, Curator of the College Art Collections.

The student assistant will help with the cleaning, organizing, and filing of artwork and artifacts in the collections, along with assisting in the installation and dismantlement of exhibits in Gallery 203. The student should have some background in Classics and/or Art, feel comfortable with some basic tools, and be exceptionally trustworthy. If you are interested, please see

Prof. Bob Simmons, Chair of the Classics Department

at his office in Wallace Hall Room #21 phone him at 2378, or email him at rsimmons@monmouthcollege.edu, and explain why you'd be perfect for this job.

Scots Cruisers Bicycle Mechanics

The Office of Campus Events is seeking interested students to maintain and repair the Scots Cruisers Bicycles. Mechanic works roughly 3 hours a week, but depends on Cruiser needs. Mechanic will be trained to work on the bicycles, however bicycle knowledge is preferred. Work Study not mandatory, but preferred. Applications are available in the Office of Campus Events,

Stockdale Center or

Stockdale@monmouthcollege.edu

For positions in the **Art Department** please see Prof. Janis Wunderlich in her Office # 202 McMichael Academic.

Jobs require physical duties that might include cleaning and maintaining the art studios; unloading, organizing, and maintaining supplies; making clay and loading/unloading ceramic kilns; working in the gallery including painting, installing art, and hanging lights; hanging art in the hallways; or other tasks to help art professors prepare for classes including cutting paper or making copies. Positions require your dependability and reliability. Students must show up for work. Positions will most likely require that you get dirty.

Center for Intercultural Life

Get a feel for what it is really like to be a Program Assistant (available to eligible exceptional sophomores and/or juniors and seniors).

Application Procedures, Contact:

Intercultural Life
Monmouth College
700 E. Broadway
Monmouth, IL 61462
iclife@monmouthcollege.edu
309-457-3612

For a full description of the Program Assistant Position please click on the document below:

[Program Assistant Position Description](#)

Theatre Costumers Wanted

Experience preferred but will train. Applicants should be experienced in the use of sewing machines. Please contact Ray Gabica via email to arrange an interview. rgabica@monmouthcollege.edu

Maintenance Position

The Physical Plant is looking for someone interested in a maintenance position. Duties to include but not limited to changing light bulbs. Hours available are Monday's 7 am – 3:30 pm and Tuesday through Friday 7 am – 11 pm. Applicant must have valid driver's license and a good driving record. To arrange an interview please contact Jeanne Blust at 309/457-3333 or email jblust@monmouthcollege.edu

STUDENT PHONATHON CALLER

Looking for a way to make some extra money this semester? We are looking for outgoing, friendly, and goal-oriented students. Our team calls alumni and friends to raise money and support for Monmouth College. Monmouth Fund support goes toward financial aid, scholarships, and updating technology on campus.

Benefits include:

- Working with your friends

- Flexible Hours:

Mon-Thurs 5:30-9:00 pm

Sunday 1:30 – 5:00 pm

and 5:30 – 9:00 pm

(Two weekdays and one Sunday shift required.)

- Build your resume

- Gain professional work experience while raising thousands of dollars for your school.

Apply Now!

Calling for Fall will be from Sept 9th – October 11th.

Spring will be from

January 27th – February 22nd

For more information:

contact Brandan Radford at

Sarah.Tenedine@ruffalonl.com

Please include your phone number in Your email.

Office of College Relations

If you qualify for 4 or more hours of work study...

The Office of College Relations has positions open which deal directly with the maintenance of Alumni and Development Records. Applicants need to be able to work independently performing detailed work. They must possess good writing skills and computer skills, have critical thinking skills be very accurate, dependable and maintain a high level of confidentiality.

Other office duties would be assigned as needed.

To apply, contact Terry Hanson at thanson@monmouthcollege.edu

Clerical Position

Physical Plant is looking for someone interested in a clerical position. Duties would include entering work orders, making copies, filing and other office duties.

Applicant must have their own transportation to and from 900 N. Main Street

To arrange an interview please contact Jeanne Blust at 457-3333 or email jblust@monmouthcollege.edu.

Communications and Marketing

The Office of Communications and Marketing

is seeking student assistance in the areas of:

- Video live streaming of events
- Writing copy for news releases
- Photography at events
- Web content updating
- Various office duties

The hours are flexible to fit student schedules and will require daytime, evening and weekend hours depending upon the event. Individual must be reliable, organized and able to work independently with minimal supervision. Please email Dana Jensen at djensen@monmouthcollege.edu for information on application process.

Student Drivers

The Office of Campus Events is seeking students who are available during campus breaks for airport and train station, car and van shuttles. Must complete driving background check and hold a valid Driver's License to be an approved driver. Work drivers must be 21 years of age. Work Study is not mandatory, but preferred. Applications are available in the Office of Campus Events, Stockdale Center or Stockdale@monmouthcollege.edu

Educational Studies Department

We are looking to fill a couple of positions working with faculty, at times to be arranged.

If you are interested, contact Sarah Dean after 9/4/17 at ext. 2340 or stop by Room 209, Wallace Hall.

Clerical help is needed in the CSB Science Building

If interested please see Nancy St. Ledger in room 393 or phone her at #2351.

The NEW Office of Global Engagement is looking for 1-2 student workers to help establish and develop global opportunities. For more information, please consult attached job description.

To apply for this position, please email resume/CV and statement of purpose to:

Tia Van Hester
 Director of Global Engagement
tvanhester@monmouthcollege.edu

The Wackerle Career and Leadership Center is seeking reliable, organized and professional individuals to fill Career Assistant positions. Career Assistants fulfill a variety of assignments, including:

- Educate and advise others on career services and programs
- Provide initial critiques of resumes and cover letters
- Assist in development, coordination and management of programs and events
- Build and maintain professional relationships with constituents
- Execute administrative tasks, including data collection, copying, filing, preparing mailings, etc.

The Monmouth College Archives, is looking for students with an *interest in historic preservation and archiving.*

The student-worker will learn about the Monmouth College Archives, keep track of the supplies as they are used, and assist with various projects, including filing. You *must* be able to work independently and alone. Above all, you must be trustworthy!

If you have an interest in archiving and history, please contact Amy De Farias at 309/457-2243 or email to adefarias@monmouthcollege.edu or Lynn Daw 309/457-2187 or email to ldaw@monmouthcollege.edu or stop office 105 in Mellinger

The Stockdale Center is looking for students to fill the position of **Switchboard Assistants** Previous experience in an office environment is preferred. Hours available are between the hours of 10am – 3pm Monday – Friday. Contact Dian Henson in the Stockdale Center Office

For positions with our **Physical Plant/Maintenance Staff** please contact Tony Deford at #2146 Positions available include: Grounds, Clerical and Utility positions. The positions require a variety of job tasks such as mowing, weed eating, landscaping, moving heavy furniture, trash removal, setups (tables and chairs) and anything associated with the maintenance department.

Campus **Chaplain's Office** seeks **Student Assistant** to help with bulletin boards, copying, distribution of fliers, and other tasks in support of campus religious and spiritual life programs. Excellent computer skills required. Students active in Religious and Spiritual Life will be given priority consideration.

If interested, please email Rev. Dr. Teri Ott at terriott@monmouthcollege.edu or see her in her office in the Weeks House located at 1002 East Broadway **Position filled**

Campus Services are in need of student employees for the positions of **Mail Room Assistant** Applicants must hold valid driver's license with good driving record.

Please contact Tracey Bigger tbigger@monmouthcollege.edu or ph# 2126

Position filled

The **Office of Academic Affairs** is in need of student employees for the position of **Office Assistant** for up to 10 hrs. per week. Please see Lori Ferguson in the Academic Affairs Office, located on the first floor of Wallace Hall, or phone #2325

Position filled

Office of Student Affairs is seeking a student to work 4-6 hours a week to assist with office traffic, phone calls and other administrative tasks. Strong organizational skills and attention to detail a must. For more information, please contact Heather Fisher at hfisher@monmouthcollege.edu or stop by the Office of Student Affairs located in Poling Hall, room 123.

Position filled

Positions are currently available for Student assistant – circulation desk in **Hewes Library**. Please stop in to fill out an application.

Position filled

The **History Department** is looking for one or more students (for a total of ten hours a week) to work on assorted projects for the History faculty.

The job will include making copies, constructing the History bulletin boards, helping with mailings, running on-campus errands, and generally being agreeable, dependable, and an all-around good assistant to the secretary in the basement of Wallace Hall.

If you are interested, please email Amy De Farias (adefarias@monmouthcollege.edu), and explain exactly why you'd be perfect for this job!

Position filled

Teaching and Learning Center

seeks student assistants to help with a variety of office work. Tasks include copying, scanning, campus errands, bulletin boards, and assistance with other duties as assigned.

Applicants should be dependable And trustworthy.

To arrange for an interview please e-mail Rita Schwass at rschwass@monm.edu

Position filled

The **Classics Department** is looking for one or more students to work as **Latin and/or Greek tutors**.

If you have the skills necessary to tutor mainly students at the 101-102 level, but also some at the 200/300/400 level, and are willing to do departmental tasks as requested during some of the times when you do not have clients, please see Prof. Bob Simmons, Chair of the Classics Department at his office in Wallace Hall Room #21 phone him at 2378, or email him at rsimmons@monmouthcollege.edu, and explain why you'd be perfect for this job.

Position filled

Chemistry Lab Assistant,

To discuss your qualifications for becoming a please contact Prof. Audra Sostarecz phone at 2252

Position filled

The **Communication Studies Department** is looking for one or more students (for a total of twelve hours a week) to work on a variety of projects for the faculty.

The job will include making copies, typing, filing, running errands on campus (and sometimes special department related projects), and generally being helpful, dependable, and fun. Experience with spreadsheets or creating web pages is helpful but not essential.

If you are interested in applying for one of these positions, please contact Trudi Peterson, Chair of the Communication Studies Department at her office (ph. 309-457-2109) or by email (tpeterson@monmouthcollege.edu).

Position filled

The Office of Campus Events is seeking experienced students for the **Stockdale Center Manager** position. Previous experience in an office environment is preferred, not required. Training will be provided. Work Study preferred, not required. Applications are available in the Office of Campus Events, Stockdale Center or Stockdale@monmouthcollege.edu

Position filled

Student Lab Help Desk

The Lab Help Desk Assistant will be answering calls/emails from students in the labs on campus, then going to labs and helping students with any problems they've reported; specifically printing issues.

Evening hours

Sunday – Thursday nights (6pm - midnight) are available.

Also need someone to cover the noon – 1:00 pm lunch hour in the office.

Please contact Patte Shallenberger in the Information Systems Office (located 1st floor of the library, directly across from the coffee shop in glassed in area) or phone her at #2106

Position filled

Modern Foreign Languages department is looking for someone who can serve as a departmental assistant.

Job responsibilities include office work such as making copies, organizing bulletin boards, etc.

Position filled

The **Classics Department** is looking for one or more students to work as a **Departmental Assistant** in the office in the basement of Wallace Hall on assorted projects for the faculty of Classics

and other departments served by the Wallace basement secretary. The job will include making copies, scanning documents, constructing and updating the Classics bulletin boards, helping with mailings, running on-campus errands, and generally being agreeable, dependable, and an all-around good assistant to the secretary in the basement of Wallace Hall.

If you are interested, please see Prof. Bob Simmons,

Chair of the Classics Department at his office in Wallace Hall Room #21, phone him at 2378, or email him at rsimmons@monmouthcollege.edu, and explain why you'd be perfect for this job.

Position filled

The **Business Office/Accounts Payable** department is in need of someone to help with filing for approximately four hours per week.

Knowing your ABC's and 123's is important!

Worker must have transportation to 900 N. Main Street.

Please send resume and availability schedule to Heather Damewood at hdamewood@monmouthcollege.edu

Position filled