



## Summer 2017 Federal Work-Study Job Listings – West Campus

Program Dates: 05/01/2017 – 06/30/2017

DEPARTMENT	# OF AVAILABLE POSITIONS	JOB DESCRIPTION	Qualifications	WHO TO CONTACT
Office of Admissions	3	<ul style="list-style-type: none"> <li>• Greets general public at the front</li> <li>• Answers phone calls and emails pertaining to admissions information</li> <li>• Provides support to department staff with tasks</li> <li>• Files documents</li> <li>• Intake documents from mail and other sources</li> <li>• Other assigned duties</li> </ul>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Can lift small objects</li> <li>• Must be able to multitask</li> <li>• Organization skills</li> <li>• Must be personable</li> <li>• Able to learn practices and policies quickly</li> <li>• Must have good attitude toward their work environment</li> </ul>	Name: Kristi Reynolds Email: <a href="mailto:Kristi.Reynolds@asurams.edu">Kristi.Reynolds@asurams.edu</a> Phone: 229-317-6946
Student Affairs	2	<ul style="list-style-type: none"> <li>• Phone coverage</li> <li>• Clerical work; filing, copying, scanning</li> <li>• Run errands for office</li> <li>• File paperwork</li> <li>• Data entry</li> <li>• Sort/deliver mail</li> <li>• Provide coverage for the office</li> <li>• Other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in prioritizing and organizing work</li> <li>• Phone etiquette and message taking</li> <li>• Use of office equipment such as computers, scanner, fax machine, and copier</li> <li>• Familiar with Microsoft Office</li> <li>• Skilled in oral and written communication</li> <li>• Ability to interface well with all levels of management</li> <li>• Considerable customer service skills</li> <li>• High degree of tact, initiative, accuracy, judgment, and interpersonal skills</li> </ul>	Name: Samantha Tome Email: <a href="mailto:Samantha.Tome@asurams.edu">Samantha.Tome@asurams.edu</a> Phone: 229-317-6260
Student Success	3	<ul style="list-style-type: none"> <li>• Maintain scheduled office hours and assist with the daily office operations as determined by the supervisor</li> <li>• Answer phones and schedule appointments</li> </ul>	<ul style="list-style-type: none"> <li>• Seeking someone who has a positive attitude, demonstrates flexibility, and is a team player</li> <li>• Excellent customer service and people skills is a must</li> <li>• Knowledge of computer applications, social media, and spreadsheets</li> </ul>	Name: Camille Thompson Email: <a href="mailto:Camille.Thompson@asurams.edu">Camille.Thompson@asurams.edu</a> Phone: 229-317-6865



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		<ul style="list-style-type: none"> <li>• Knowledge of fax machine, printer, and scanners</li> <li>• Promote events in our department</li> <li>• Assist with events in our department</li> </ul>		
Student Success	<b>2</b>	<ul style="list-style-type: none"> <li>• Maintain scheduled office hours and assist with the daily office operation as determined by supervisor</li> <li>• Assist with filing system, answer phones, schedule meetings</li> <li>• Knowledge of fax, printers, and scanners</li> <li>• Assist with creating graphics for flyers and brochures</li> <li>• Assist with setting up for events in our department</li> <li>• Promote events in the department</li> </ul>	<ul style="list-style-type: none"> <li>• Seeking someone who has a positive attitude, demonstrates flexibility, and is a team player</li> <li>• Excellent customer service and people skills is a must</li> </ul>	Name: Leslie Charles Email: <a href="mailto:Leslie.Charles@asurams.edu">Leslie.Charles@asurams.edu</a> Phone: 229-317-6500
Theater – Fine Arts	<b>3</b>	<ul style="list-style-type: none"> <li>• Technical staff for all theatre events</li> <li>• Cleaning and maintenance of the treater, its shop, and its equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities manager can provide training, but it is preferred that student workers have some background and knowledge in sound, lighting, or carpentry at a high school or college level</li> </ul>	Name: Deborah Liss-Green Email: <a href="mailto:Deborah.lissgreen@asurams.edu">Deborah.lissgreen@asurams.edu</a> Phone: 229-317-6875
Writing Center	<b>4</b>	<ul style="list-style-type: none"> <li>• Greets and logs in/out students at the front desk</li> <li>• Determines student needs as they arrive and directs them to proper WC staff person for assistance</li> <li>• Answers front desk phone and answers questions and/or transfers calls to proper staff member</li> <li>• Performs various errands/office duties related to the WC operation</li> <li>• Other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Student must possess and display “customer service” oriented personality</li> <li>• Ability to speak and write clearly</li> <li>• Ability to understand and follow spoken and written directions</li> <li>• Ability to operate computer and telephone</li> </ul>	Name: Steven Preston Email: <a href="mailto:Steven.Preston@asurams.edu">Steven.Preston@asurams.edu</a> Phone: 229-317-6983



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Office of Financial Aid	<b>4</b>	<ul style="list-style-type: none"> <li>Assist with Administrative duties such as answering phones, filing, making copies, faxing documents, and other assigned departmental tasks</li> </ul>	<ul style="list-style-type: none"> <li>Basic knowledge of office equipment (copier, fax machine, scanner, etc.)</li> <li>Dependable and Professional</li> </ul>	Name: Haley Hooks Email: Haley.Hooks@asurams.edu Phone: 229-317-6443
Girls, Inc <b>OFF CAMPUS</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Program Assistant:</li> <li>Provide direct supervision of participants within the center, on the playground, field trips, and vans</li> <li>Work collaboratively with all staff to ensure continuity of program delivery and support</li> <li>Engage and interact with participants in small groups and individually to ensure the girls actively participate in programs</li> <li>Assist with center janitorial, maintenance, and be responsible for assigned company equipment</li> <li>Actively seek personal and professional growth opportunities including participation in training, meetings, and seminars</li> <li>Follow all agency policy and procedures as outlined in the employee handbook</li> <li>Participate in staff meetings and conferences to share ideas and concerns</li> <li>Keep supervisor informed of problems, concerns, needs, trends, and unusual activities</li> </ul>	<ul style="list-style-type: none"> <li>Must pass background check</li> <li>A minimum of 6 months working with youth</li> <li>Effective written, oral and presentation skills</li> <li>Ability to demonstrate group management skills and techniques</li> <li>Knowledgeable of conflict resolution methods</li> <li>Ability to interact with both youth and adults in professional atmosphere</li> </ul>	Name: N/A Email: Info@GirlsIncAlbany.org Phone: 229-436-2624 (fax) How to Apply: You may access the application online at <a href="http://www.GirlsIncAlbany.org">www.GirlsIncAlbany.org</a> Fax the completed application and resume' to 229-436-2624 OR email application and resume' to: <a href="mailto:Info@GirlsIncAlbany.org">Info@GirlsIncAlbany.org</a> NO PHONE CALLS PLEASE
Habitat for Humanity (Off Campus)	<b>4</b>	Store Clerk: <ul style="list-style-type: none"> <li>Greet and assist customers that enter the store</li> </ul>	<ul style="list-style-type: none"> <li>Must be able to work at least one day per week</li> </ul>	Name: Jordan Parker Email: Programs@FlintRiverHabitat.org

May 25, 2017



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		<ul style="list-style-type: none"> <li>• Use register to check customers out when they are ready to purchase items</li> <li>• Assist with basic cleaning, organizing, and restock at end of shift</li> </ul>	<ul style="list-style-type: none"> <li>• Dependable</li> <li>• Basic knowledge of computers</li> <li>• Excellent Customer Service Experience</li> </ul>	Phone: 229-446-8199 ext. 8
Habitat for Humanity (Off Campus)	<b>4</b>	Warehouse Worker: <ul style="list-style-type: none"> <li>• Must be able to lift at least 15-20 lbs.</li> <li>• Assist with donation pick-ups</li> <li>• Assist with loading and unloading items</li> <li>• Assist with organizing items as they come into the warehouse</li> <li>• Keep inventory of items in warehouse</li> </ul>	<ul style="list-style-type: none"> <li>• Must be able to lift at least 15-20 lbs.</li> <li>• Must be able to work in warehouse atmosphere</li> <li>• Dependable</li> <li>• Trustworthy</li> </ul>	Name: Jordan Parker Email: <a href="mailto:Programs@FlintRiverHabitat.org">Programs@FlintRiverHabitat.org</a> Phone: 229-446-8199 ext. 8