

College Work Study Jobs

On-Campus

Department: **Admissions**

Hours per week: 15-20

Hourly Rate: \$8.25

Enrollment Period: Fall 2024

Job Description:

Answer phones, data entry of prospective student information, conducts university tours, assist with postcard campaign for prospective students, general office duties-scanning, copying, mailouts

Contact Name: Elizabeth Ysasi

Contact Department: Admissions

Contact Building: Hardin South, Room 101

Contact Phone: 940-397-4335

Department: **Athletics-Football**

Hours per week: 15-20

Hourly Rate: \$8.25

Enrollment Period: Fall 2024

Job Description:

Football Filmer needed to film MSU Football practices. Must be available to work Tuesday, Wednesdays and Thursdays 3:25-7pm. Experience with filming and drones preferred but not required. Will train.

Contact Name: Sara Connolly

Contact Department: Financial Aid

Contact Building: Hardin South, Room 102

Contact Phone: 940-397-4566 or 940-397-4928 (Coach Renner)

Department: **Athletics-Women's Basketball**

Hours per week: 20

Hourly Rate: \$8.25

Enrollment Period: Fall 2024

Job Description: 3 Positions

- **Student Assistant:** Assist MSU WBB before/during/after practice. Help with drills: (passing/rebounding). Assist with day to day operations. Other duties as assigned. Practice 2hrs most days between 11:30 am - 4 pm Monday thru Friday
- **Women's Basketball Manager:** Assist MSU WBB before/during/after practice. Set up and Clean up (before and after) Operate Clock management. Other duties as assigned. Practice between 11:30 am - 2 pm Mon - Fri. Some Saturdays starting in November, times vary.
- **Videographer:** primary Film practice and games occasionally help with practice clock management (Must be available for Game Days (3 hrs) – Practice between 11:30 am - 2 pm Mon - Fri. Some Saturdays starting in November, times vary.

Contact Name: Brenita Jackson

Contact Department: Athletics

Contact Building: D. L. Ligon Coliseum

Contact Phone: 940-397-4776

Department: **Facility Services**

Hours per week: 19

Hourly Rate: \$8.75

Enrollment Period: Fall 2024

Job Description:

Job description includes but not limited to: Painting, some heavy lifting of over 50 lbs, unclogging sinks, tubs, replacing burnt out lights, air filters, or garbage disposals.

Contact Name: Mike Chisum

Contact Department: Facility Services

Contact Building: Facility Services Rm 101

Contact Phone: 940-397-6677

Contact Email: Michael.Chisum@msutexas.edu

Department: **Information Technology**

Hours per week: 20

Hourly Rate: \$8.25

Enrollment Period: Fall 2024

Job Description:

- **Telecomm/Lab Assistant:** Answers operator switchboard line and routes calls to the appropriate extension. Maintains computer labs and assists students when needed. Assists with various department tasks as assigned. **Skills required:** Basic phone and computer knowledge, excellent communication skills.
- **Technician Assistant:** Assists technicians with computer imaging and installations, printer maintenance, hard drive removals, delivery pickups, and other tasks as assigned. Must be 18 years old to apply. **Skills required:** Basic computer knowledge, ability to follow instructions, ability to handle hand and power tools, MUST BE ABLE TO DRIVE.

Contact Name: Rajean Schulze

Contact Department: IT Department

Contact Building: McCullough Room #111

Contact Phone: 940-397-4555

Department: **Office of the Registrar**

Hours per week: 20

Hourly Rate: \$8.25

Enrollment Period: Fall 2024

Job Description: 3 positions

Ability to type by touch, alphabetize, file, prep files for imaging, as well as image files, run errands, photocopying, and customer service. Position will involve climbing, bending, sitting, stooping, and standing for long periods of time. Must be able to lift 40lb boxes, Attention to detail and accuracy is a must. Must be able to maintain strict confidentiality in adherence to FERPA. Other duties as assigned. Proper office attire is required.

Contact Name: Amanda Raines

Contact Department: Registrar Office

Contact Building: Hardin South Rm 101

Contact Phone: 940-397-4115

Hall Office Support Team (H.O.S.T.)/Student Assistant

Office of Residence Life & Housing

Position Description

Hours per week: 20

Hourly Rate: \$8.25

Position Overview

The Hall Office Support Team (H.O.S.T.) Staff is an integral Student Assistant position in the Residence Life & Housing program. The H.O.S.T. Staff is responsible for the safety and security, customer service and residential experience of the residence halls. The Residence Life and Housing Department encourages all qualified residents to apply.

Requirements

1. Cumulative and semester GPAs of 2.0, which must be maintained while employed as a Front Desk Student Assistant

Preferred Qualifications

These qualifications outline the skills, which the department sees as desirable in staff members who hold this position.

1. Cumulative GPA of 2.4 or higher is preferred
2. Previous campus or customer service experience

Preferred Skills

Preference will be given to those candidates who demonstrate exemplary skills in the following areas:

- Communication
- Critical Thinking
- Time Management
- Leadership

Job Expectations

The following job expectations are outlined to assist student staff for academic, personal, and professional success:

Administrative Support

- Complete reports as assigned
- Inform residents of procedures (ex. Work orders, lock outs, check-in/out, etc.)
- Serve as a source of information for students who require assistance from university support services
- Respond to supervisor and department communication in an appropriate and timely manner as instructed via supervisor or departmental guidelines
- Maintain a sense of professionalism while interacting with students, staff, MSU employees, MSU services, guests, and all other stakeholders
- Promote positive relationships with residence hall and apartment support staff (main office administrative staff, custodians, maintenance staff, etc.)
- Staff training and other meetings as identified by the department or supervisor
- Perform other duties as assigned

Safety and Security

- This position is designated as a Campus Security Authority (CSA)
- Maintain respect and confidentiality among students when responding to sensitive issues within the community
- Carry out department guidelines for helping residents and dealing with emergencies
- Confront, document, and refer violations of the student code of conduct in a timely manner, per departmental guidelines
- Work cooperatively with residents to maintain the rights and privacy of all residents

Remuneration

- Housing fees waved during break periods.
- Hourly compensation at least equal to the current hourly federal minimum wage.

Before accepting employment, foreign national student employees must also process through the International Services Office (ISO) to verify their status and eligibility to work. Work-Study eligible students are encouraged.

Contact Name: Esmeralda Carlos

Contact Department: Residence Life and Housing

Contact Building: Sunwatcher Village Clubhouse

Contact Phone: 940-397-4218

Department: **Post Office**

Hours per week: 12 - 15

Hourly Rate: \$8.25

Enrollment Period: Fall 2024

Job Description:

Ability to separate letter mail, campus mail and parcels daily; receive and deliver all parcels to departments with scanner and consolidate scanned deliveries upon return; drive delivery vehicle (van/golf cart) – DRIVERS LICENSE REQUIRED; other duties as assigned

Contact Name: Brenda Stewart

Contact Department: MSU Post Office

Contact Building: Clark Student Center

Contact Phone: 940-397-4241

Contact Email: Brenda.Stewart@msutexas.edu

Department: **Student Affairs**

Hours per week: 10-15

Hourly Rate: \$8.75

Enrollment Period: Fall 2024

Job Description

The Student Assistant is an integral position in the Office of Student Affairs. The Student Assistant is responsible for assisting students, parents, faculty, staff, visitors and guests with administrative support while working the front desk in the Office. Currently enrolled MSU undergraduate and graduate students are encouraged to apply.

Requirements

- Cumulative and semester GPAs of 2.5, which must be maintained while employed as a Student Assistant.
- Strong oral and written communication skills are necessary to perform required responsibilities.
- General knowledge of Midwestern State University and campus departments and resources is preferred
- Must be available to work some hours between 8am-5pm, Monday-Friday.
- Must be available to work during summer terms in addition to the fall/spring semesters.

Responsibilities

- Maintain consistent and regular work attendance. Student Assistants clock in and out each work shift using and an electronic time clock system.
- Communicate effectively in person, over the telephone, through email, and in writing.
- Assist students, parents, faculty, staff, visitors, and guests in a professional, positive, respectful, helpful, empathetic, and inclusive manner.
- Keep the Office and Student Assistant work space clean, organized and welcoming.
- Data entry, filing, and other clerical duties as assigned by supervisor.
- Walk/Deliver errands on campus to other departments when needed.
- Must have strong attention to details, be a quick learner, and proficient with use of basic computer applications (Microsoft Office, Internet, etc).
- Must be able to work and think independently.
- Performs other duties as assigned by supervisor.

The above job responsibilities are outlined to assist Student Assistants in their endeavors to be academically, personally, and professionally successful. Based on a Students Assistants' job performance and availability, work hours may be extended or reduced for subsequent semesters.

Additional Information

- Before accepting employment, international students must also process through the Global Education Office .

Contact Name: Nazmun Mansur

Contact Department: Student Affairs

Contact Building: Clark Student Center Rm #108

Contact Phone: 940-397-7400

Contact Email: nazmun.mansur@msutexas.edu

Department: **Student Support Services**

Hours per week: 20

Hourly Rate: \$8.25

Enrollment Period: Fall 2024

Job Description:

Student Assistant-handle routine paperwork and day-to-day questions; prepare general correspondence, forms, and public information materials; review informational handouts for SSS participants

Contact Name: Lisa Estrada-Hamby

Contact Department: Student Support Services

Contact Building: West Campus Annex

Contact Phone: 940-397-4076

Department: **West College of Education Dean's Office**

Hours per week: 20

Hourly Rate: \$8.25

Enrollment Period: Fall 2024

Job Description:

Performs routine secretarial work. Work involves answering the phone, screening visitors, providing basic information to constituents, and assisting in the preparation of reports, file documents, make copies and perform basic troubleshooting copier issues. Aids administrative staff in preparing and distributing information/flyers/reports, etc. May assist with updates on social media accounts and webpages. Performs other duties as assigned

Contact Name: Deborah Foshee

Contact Department: West College of Education

Contact Building: Bridwell Hall, Room #302

Contact Phone: 940-397-4313