College Work Study Jobs

Department: **America Reads**

Hours per week: 20

Hourly Rate: $9.00

Enrollment Period: Fall 2021 and Spring 2022

Job Description:

Work as a reading tutor within the elementary schools in the Wichita Falls Independent School District. Work under the guidance of school principal and/or teaching staff. Must pass background check by WFISD. School assignments made by WFISD administrative staff, but student preference will be considered. This position will be in September. MUST HAVE OWN TRANSPORTATION TO GET TO ASSIGNED SCHOOL. MUST BE AVAILABLE BETWEEN 8 A.M. AND 3 P.M. FOR TUTORING.

Contact Name: Sara Connolly

Contact Department: Financial Aid

Contact Building: Hardin South-Financial Aid Office

Contact Phone: 940-397-4214


Department: **Athletics-Football**

Hours per week: 20

Hourly Rate: $7.75

Enrollment Period: Fall 2021 and Spring 2022

Job Description:

A football filmer needed to film afternoon and weekend football practices. Must be available Tuesdays, Thursdays from 4-7 pm, and Saturdays. Must be comfortable with heights and working independently and varying weather conditions (ATHLETICS)

Contact Name: Sheri Mummert/Nancy Halvorsen/Coach Rich Renner

Contact Department: Athletics Department

Contact Building: D.L. Legion Coliseum

Contact Phone: 940-397-4779
Department: **Facility Services**

Hours per week: 19  
Hourly Rate: $7.75  
Enrollment Period: Fall 2021, Spring 2022, Summer 2022  
Job Description:  

Job description includes **but not limited to**: Painting, some heavy lifting of over 50 lbs, unclogging sinks, tubs and toilets, replacing burnt out lights, and replacing air filters. Must be able to work in the summer time when school is out of session.

Contact Name: Mike Chisum  
Contact Department: Facility Services  
Contact Building: Facility Services Rm 101  
Contact Phone: 940-397-6677  
Contact Email: Michael.chisum@msutexas.ed

Department: **English, Humanities, & Philosophy**

Hours per week: 20  
Hourly Rate: $8.00  
Enrollment Period: Fall 2021, Spring 2022, Summer 2022  
Job Description:

Duties will include answering phones, getting and distributing mail, and maintaining the copier. Duties may be added once student is hired.

We would prefer split hours:  
1 hour in the mornings, preferably at/around 9:00 am  
3 hours in the afternoon, 2:00 – 5:00, 5 days a week.

Contact Name: Pam Marshall  
Contact Department: English Dept.  
Contact Building: Bea Wood Hall  
Contact Phone: 940-397-4300
Department: **Office of the Registrar**

Hours per week: 20

Hourly Rate: $7.75

Enrollment Period: Fall 2021, Spring 2022, Summer 2022

Job Description:

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: Leslie Crosley or Jamie Wilson

Contact Department: Registrar Office

Contact Building: Hardin South Rm 101

Contact Phone: 940-397-4115

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Department: **Sports Assistant-Southside Youth Senter**

Hours per week: 20

Hourly Rate: $10.00

Enrollment Period: Fall 2021 and Spring 2022

Job Description:

Assistants support our volleyball sports program. Must attend all scheduled games and are responsible for the overall conduct of the games. Specific duties include scorekeeping and concessions as well as maintaining the gymnasium. This is a part-time position that supports game and tournament schedules. Most games are conducted in the early evenings and Saturdays. Some tournament games may be held on Sunday afternoons. SYS is open to a flexible work schedule if needed.

**REQUIREMENTS:**
- Experience with sports or youth programs is strongly desired
- An interest in physical education, recreation or related field is preferred
- Exhibit patience, flexibility and the love for children's sports
- Possess strong communication and time management skills
- Must be at least 16 years of age
- All candidates will be subject to a background check and drug testing (SSYS)

How to Apply: [https://southsideyouthsenter.com/employment-application/](https://southsideyouthsenter.com/employment-application/)

Contact Name:  Tyler Preston

Contact Department:  Southside Youth Senter

Contact Building:  Southside Youth Senter

1205 Montgomery St.

Wichita Falls, TX 76302

Contact Phone:  940-767-7071
Department: Child Care Assistant-Southside Youth Senter

Hours per week: 15

Hourly Rate: $10.00

Enrollment Period: Fall 2021 and Spring 2022

Job Description:

After-School & Summer Program Assistants are the front line child-care providers at our lively and energetic center. They provide care for groups of up to 10 children at a time, while keeping the children engaged in and ensuring the health and safety of the children, and cleanliness of the center at all times.

Essential Duties and Responsibilities:
- Responsible for the safety of all children in the group ranging in ages from 5-13 years old
- Actively engaged with students while implementing a STEAM-based curriculum
- Follow curriculum/lesson plans to facilitate the planned activities
- Provide support to fellow staff members
- Ensure compliance with all relevant state regulations and standards
- Serve as a role model to the children in the group through appearance and actions
- Maintain an environment that is safe, clean, and inviting
- Transport children from school to center, and on field trips on one of the Southside Youth Senter vans (must be 21 years of age).
- Other Duties as assigned

REQUIREMENTS: - Exhibit patience, flexibility and love for children. Must be available M-F 2pm-6pm. All candidates will be subject to a background check and drug testing (SSYS). Qualifications:
- Must be 18 years of age or older
- High School Diploma or equivalent is required
- Must be able to pass Texas Department of Family Protective Services Background Check and Fingerprints
- Must possess or be able to obtain valid Pediatric/Adult CPR & First Aid, as well as food handler’s certification.
- Must Possess a valid Driver’s license
- 6 months employment in licensed child-care preferred but not required.

How to Apply: https://southsideyouthsenter.com/employment-application/

Contact Name: Tyler Preston

Contact Department: Southside Youth Senter

Contact Building: Southside Youth Senter

1205 Montgomery St.
Wichita Falls, TX 76302

Contact Phone: 940-767-7071