College Work Study Jobs

Department: Athletics-Football
Hours per week: 15-20
Hourly Rate: $8.25
Enrollment Period: Fall 2023 and Spring 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: Facility Services
Hours per week: 19
Hourly Rate: $8.75
Enrollment Period: Fall 2023 and Spring 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: Clark Student Center

Hours per week: 10-20

Hourly Rate: $8.25

Enrollment Period: Fall 2023 and Spring 2024

Job Description: 2 positions

- **Setup Crew**: CSC Setup Crew Student (an ideal position for physically active students who like to work with their hands and minds) Members of the CSC Setup Crew are responsible for setting up rooms for events scheduled in the Student Center. Primary tasks involve setting up or removing tables, chairs, and A-V equipment. The position requires sufficient strength (lifting up to 50lbs) and stamina, attention to details, and the ability to follow written/oral instructions.

Contact Name: Jack Flynn

Contact Department: Clark Student Center

Contact Building: Clark Student Center-Information Desk

Contact Phone: 940-397-4224

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Department: Information Technology

Hours per week: 20

Hourly Rate: $8.25

Enrollment Period: Fall 2022, Spring 2023, Summer 2023

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: **Graduate and Adult Education**

Hours per week: 20

Hourly Rate: $8.25

Enrollment Period: Fall 2023 and Spring 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

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

Hours per week: 20

Hourly Rate: $8.25

Enrollment Period: Fall 2023 and Spring 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
Department: **Office of the Registrar**

Hours per week: 20

Hourly Rate: $8.25

Enrollment Period: Fall 2023 and Spring 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

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Department: **Student Government Association**

Hours per week: 12 - 15

Hourly Rate: $8.50

Enrollment Period: Summer 2023, Fall 2023, Spring 2024

Job Description:

Student Government Association (SGA) at MSU is looking for a student who is interested in growing and expanding their student leadership experience, and helping represent the entire student body at MSU.

**Overview:**

The Student Government Association (SGA) Student Assistant is an integral position as part of SGA and an excellent opportunity for students who aspiring to elevate their leadership skills and experience at MSU Texas.

We are looking for a forward-thinking person who values communication and working as a team to enhance the overall student experience at MSU. The successful candidate will be an organized and responsible individual with a natural concern to help the student body at Midwestern State University.

**Qualifications:**

- Personal qualities of maturity, initiative, collaborative spirit, and a desire to improve MSU for current and future students;
- Preferred leadership experience in recognized student organizations or groups; and,
- Must be enrolled as a full-time degree-seeking student at MSU with a minimum 2.5 gpa.

**Responsibilities:**

- Assists with operational duties related to SGA (e.g. front desk, setting up for SGA meetings and events, etc.);
Provides assistance to SGA executives and cabinet members in their SGA roles, as needed;
Assists the SGA Secretary for scheduling SGA event logistics and tracking Senator attendance;
Creates information and promotional materials such as flyers, posters, social media posts, and more; and,
Serve as a representative of the student body at MSU Texas.

Contact Name: Zetta Cannedy
Contact Department: Student Government Association
Contact Building: Bridwell Activity Center, Room #116
Contact Phone: 940-397-4709          Contact Email: zetta.cannedy@msutexas.edu

Department: Student Affairs and Dean of Students
Hours per week: 20
Hourly Rate: $8.25
Enrollment Period: Fall 2023 and Spring 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 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
Department: MSU TX POLICE AND PARKING DEPARTMENT

Hours per week: 19-20

Hourly Rate: $8.25

Enrollment Period: Fall 2023 and Spring 2024

Job Description: Student Assistant in Parking Office

- Work schedule to vary around class times – Monday-Friday
- Answer parking office phone line for questions on registering vehicles on campus and for citations
- Issue parking decals to visitors on campus and temporaries to anyone driving another vehicle for a temporary period of time in our Rydin program
- Assist in running reports for unpaid citations as well as place holds on accounts.
- Process collection/courtesy letters for 2 or more unpaid citations – randomly throughout semester
- Pair up citations of unknown owners by running license plate checks (28’s)
- Assist Office Manager with projects as needed
- Accept and document payments in Rydin Program
- Open doors and money drawer upon opening the office in the morning and secure office by locking all doors at close of day as well as lock cash drawer (if needed)
- Assist with appeal decisions and applying decision as needed
- Be helpful and courteous to everyone 😊
- Parking Office operating hours are Monday thru Friday from 8:00 a.m. to 5:00 p.m. – during regular class days.

Contact Name: Ms. Stephanie Estrada

Contact Department: MSUTX POLICE AND PARKING DEPARTMENT

Contact Building: POLICE AND PARKING DEPARTMENT

Contact Phone: 940.397.4310

Contact Email: parking@msutexas.edu
Department: **Post Office**

Hours per week: **12 - 15**

Hourly Rate: **$8.25**

Enrollment Period: Fall 2023 and Spring 2024

Job Description:

- **SKILLS:** ABILITY TO SEPERATE 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; ON OCCASION MAY NEED HELP WITH OTHER PROJECTS...

Students need to visit MSU Post Office for inquiries about job listing.

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