

College Work Study Jobs

Department: **Tutoring-America Reads** in Partnership with WFISD

Hours per week: 15-20

Hourly Rate: \$10.25

Enrollment Period: Spring 2024

Job Description:

Contact Name: Sara Connolly

Contact Department: Financial Aid

Contact Building: Hardin South, Room 102

Contact Phone: 940-397-4566

Department: **Athletics-Football**

Hours per week: 15-20

Hourly Rate: \$8.25

Enrollment Period: 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: 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: **Financial Aid**

Hours per week: 20

Hourly Rate: \$8.25

Enrollment Period: Spring 2024

Job Description:

Office Assistant needed to perform routine office work to include filing, faxing, shredding, and some light lifting of boxes. Knowledge of Microsoft Office (Word and Excel) is preferred. May be asked to run errands on campus. Ability to work unsupervised and maintain confidentiality of office records is a must.

Come to the Financial Aid Office to complete an application ****Must pass filing test****

Contact Name: Sara Connolly

Contact Department: Financial Aid

Contact Building: Hardin South, Room 102

Contact Phone: 940-397-4566

Department: **Information Technology**

Hours per week: 20

Hourly Rate: \$8.25

Enrollment Period: Spring 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: **West College of Education Dean's Office**

Hours per week: 20

Hourly Rate: \$8.25

Enrollment Period: 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: **Student Affairs and Dean of Students**

Hours per week: 20

Hourly Rate: \$8.25

Enrollment Period: 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 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: **MSU TX POLICE AND PARKING DEPARTMENT**

Hours per week: 19-20

Hourly Rate: \$8.25

Enrollment Period: 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: 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
