College Work Study Jobs

Department: Athletics-Football
Hours per week: 20
Hourly Rate: $7.75
Enrollment Period: Fall 2022
Job Description:

Football filmer needed to film afternoon and weekend football practices. Must be available Tuesdays, Wednesdays, Thursdays and some Saturdays from 3-7pm. Must be comfortable with heights and working independently and varying weather conditions (ATHLETICS)

Contact Name: Sheri Mummert/Coach Rich Renner
Contact Department: Athletics Department
Contact Building: D.L. Legion Coliseum
Contact Phone: 940-397-4779
Contact Email: rich.renner@msutexas.edu

Department: Information Technology
Hours per week: 20
Hourly Rate: $8.00
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. **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

Rev 8/10/22
Department: Mosaic Cross Cultural Center

Hours per week: 10-20

Hourly Rate: $7.75

Enrollment Period: Fall 2022 and Spring 2023

Job Description: 6 positions

- **MOSAIC Coordinators**: serve to advance cultural awareness across campus through peer education. MC’s promote the mission and vision of the MOSAIC Cross-Cultural Center by supporting the Center’s programs, services, and initiatives. Facilitate group programming to develop and promote cultural competence and build community. Engage student populations to increase awareness, engagement, and action for critical social issues within the MSU Texas community. Present about social issues and provide resources to create a culturally affirming environment through the use of high impact programming to target historically minoritized and marginalized student populations to improve sense of belonging and academic performance.

- **WISE Coordinators**: serve to mentor and support women of color through peer-to-peer programming that raises awareness and allows for self-exploration, reflection, and love. Develop and implement resourceful programs and events that are reflective of the MOSAIC Cross-Cultural Center’s mission. Facilitate group programming to develop and promote cultural competence and build community. Engage male students of color at Midwestern State University in culturally-responsive programs and activities that result in improved retention and graduation rate of this population, as well as developing greater connection to the MSU campus community.

- **First Generation Network Coordinators**: serves to mentor and support first-generation students through peer-to-peer programming that raises awareness and provides resources for those whose parents/guardians did not receive a four-year degree. Develop and implement resourceful programs and events that are reflective of the First-Generation Network. Facilitate group programming to develop and promote first generation resources and build community. Engage first-gen students at Midwestern State University in relevant-responsive programs and activities that result in improved retention and graduation rates of this population, as well as developing greater connection to the MSU campus community.

- **MOCA Coordinators**: serves to mentor and support men of color through peer-to-peer programming that raises awareness and allows for self-exploration and reflection on the following topics (not limited to): masculinity and mental health. Develop and implement resourceful programs and events that are reflective of the MOSAIC Cross-Cultural Center’s mission. Facilitate group programming to develop and promote cultural competence and build community. Engage male students of color at Midwestern State University in culturally-responsive programs and activities that results in improved retention and graduation rate of this population, as well as developing greater connection to the MSU campus community.

- **Advertising and Marketing Coordinator**: Responsible for maintaining and creating advertisements in picture and video format to be posted on the MOSAIC Cross-Cultural Center’s social media. Visuals should be produced in accordance to observances, celebrations, and events that include but are not limited to ethnicities, cultures, gender, sexual orientation, and abilities. Works closely with social media and outreach coordinator.

- **Social Media and Outreach Coordinator**: Responsible for capturing footage in picture and video format for outreach purposes and advertisement. Should be communicating with staff to promote office programs, resources, and opportunities to the public in ways that are aligned with the MOSAIC’s mission and vision of building community, creating awareness, and action for critical social issues within the MSU Texas community. Works closely with the advertising and marketing coordinator.

Contact Name: Jamilah Kangudja
Contact Department: Mosaic Cross Cultural Center
Contact Building: Clark Student Center
Contact Phone: 940-397-4084
Department: Post Office

Hours per week: 12 - 15

Hourly Rate: $8.00

Enrollment Period: Fall 2022, Spring 2023, Summer 2023

Job Description: 2 positions

**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: Jon Lane/Brenda Stewart

Contact Department: MSU Post Office

Contact Building: Clark Student Center

Contact Phone: 940-397-4241

Contact Email: jon.lane@msutexas.edu or brenda.stewart@msutexas.edu

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Department: Financial Aid

Hours per week: 20

Hourly Rate: $7.75

Enrollment Period: Fall 2022, Spring 2023

Job Description:

Looking for an enthusiastic student to include typing, copying, 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. **Must pass filing test**

Contact Name: Sara Connolly or Kelli Rasbury

Contact Department: Financial Aid

Contact Building: Hardin South Rm 102

Contact Phone: 940-397-4214

Contact Email: sara.connolly@msutexas.edu or kelli.rasbury@msutexas.edu
Department: **Clark Student Center**

Hours per week: 10-20

Hourly Rate: $8.50/9.00

Enrollment Period: Fall 2022 and Spring 2023

Job Description: 2 positions

- **Information Desk/Recreation Room Assistant**: (an ideal position for outgoing students who like to help others) Provides exceptional customer service to individuals in the Clark Student Center, including assistance with campus ID cards, room reservations, and resource information. Must be outgoing, friendly, responsible, organized, possess great verbal communication skills, and has a can-do attitude.

- **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: **Office of the Registrar**

Hours per week: 20

Hourly Rate: $7.75

Enrollment Period: Fall 2022, Spring 2023, Summer 2023

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
Department: Student Government Association

Hours per week: 12 - 15

Hourly Rate: $8.50

Enrollment Period: Fall 2022, Spring 2023

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: Gabriella Pettijohn

Contact Department:

Contact Building: Clark Student Center Rm #173

Contact Phone: 940-397-4709

Contact Email: gabriella.pettijohn@msutexas.edu
Department: **MSUTX POLICE AND PARKING DEPARTMENT**

Hours per week: 19-20

Hourly Rate: $7.75

Enrollment Period: Spring 2022, Summer 2022, Fall 2023

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

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Department: **Facility Services**

Hours per week: 19

Hourly Rate: $7.75

Enrollment Period: Fall 2022, Spring 2023, Summer 2023

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.

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

Rev 8/10/22
Department: **Office of Undergraduate Research**

Hours per week: 10-15

Hourly Rate: $10.00

Enrollment Period: Fall 2022, Spring 2023, (Summer 2023 if needed)

Job Description:

Job Description: Perform general office clerical tasks to include: data entry, scanning, shredding, and organizing, delivering and picking up mail. The candidate should have a solid working knowledge of and experience with Microsoft Office and Microsoft 365 (Word, Excel, PowerPoint, and Forms), Canva and/or Photoshop, graphic design, videography and photography. The candidate must also have knowledge of the ethical use of social media and will be responsible for posting information to the UGR Office’s social media pages as required. The candidate must be willing to learn new skills, be self-motivated, exhibit good communication skills, and have a responsible work ethic. The candidate will be required to assist the Director and Coordinator during events that pertain to EURECA programs such as the Undergraduate Research and Creative Activity Forums, Posters on the Go, meetings, and workshops. The candidate may also be asked to assist with MSU events in which the UGR office will be represented such as, Orientation days, Mustangs Rally, Transition Fairs, and Academic Days.

Contact Name: Stacia Miller

Contact Department: Office of Undergraduate Research

Contact Building: Clark Student Center Rm 161

Contact Phone: 940-397-6274

Contact Email: eureca@msutexas.edu

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Department: **Admissions**

Hours per week: 15-20

Hourly Rate: $8.00

Enrollment Period: Fall 2022, Spring 2023, Summer 2023

Job Description:

Student worker must have exceptional customer service, be able to help with data entry of prospective student information, assist with postcard campaign for prospective students, answers phones, must be able to lift up to 40 lbs., help with special events related to the office of Admissions and Welcome Center, filing, photocopying, and run errands.

Contact Name: Rebecca Reddick

Contact Department: Admissions

Contact Building: Hardin South rm 101

Contact Phone: 940-397-4616

Contact Email: Rebecca.reddick@msutexas.edu
Department: The Office of Marketing & Public Information

Hours per week: 20
Hourly Rate: $8.00

Enrollment Period: Fall 2022, Spring 2023

Job Description:

The Office of Marketing & Public Information has an opening for a Student Assistant TikTok Creator. The successful candidate will have knowledge of the app TikTok and its capabilities in video editing through the app. We seek a creative-thinking and extroverted person who can anticipate and record the student experience at MSU Texas. The ideal candidate will be comfortable in front of a camera and taking directions. The candidate will be comfortable working remotely as a self-starter. The Student Assistant TikTok Creator will be responsible, but not limited to:

- Be sufficient with the TikTok App
- Capture TikTok videos at university events
- Edit TikTok videos in a timely manner
- Assist in script-writing and directing talent
- Work on projects with other students
- Create relevant and timely content for TikTok
- Will work some nights and weekends
- Can make their own hours

Position available in September 2022

To apply, please send your resume to: socialmedia@msutexas.edu

Contact Name: A.J. Lopez
Contact Department: The Office of Marketing & Public Information
Contact Building: Legacy Hall Room 109F
Contact Phone: 940-397-2800
Contact Email: socialmedia@msutexas.edu
Department: **Women's Basketball (Athletics)**

Hours per week: 20

Hourly Rate: $7.75 (Work Study Eligible Only)

Enrollment Period: Fall 2021, Spring 2022

Job Description: 3 Positions—**MUST be Work Study Eligible**

- **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 2-5pm Monday thru Friday (Saturday times vary – occasional Sunday)

- **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 2hrs most days between 2-5pm Monday thru Friday (Saturday times vary – occasional Sunday)

- **Videographer**: primary Film practice and games occasionally help with practice clock management (Must be available for Game Days (3 hrs) – Practice 2hrs most days between 2-5pm Monday thru Friday (Saturday times vary – occasional Sunday)

Contact Name: Christopher Reay

Contact Department: Athletics

Contact Building: D. L. Ligon Coliseum

Contact Phone: 940-397-4406

Contact Email: [Christopher.Reay@msutexas.edu](mailto:Christopher.Reay@msutexas.edu)