MERCYHURST COLLEGE
NORTH EAST STUDENT EMPLOYMENT PROGRAM
2011-2012

FALL

WINTER

SPRING

NORTH EAST STUDENTS
WHO HAVE RECEIVED WORK-STUDY POSITIONS

This brochure was designed for students who will be employed by the Mercyhurst College NE Work Study Program. This student employment program provides jobs for full-time students enabling them to earn money for their education related expenses. In an effort to streamline the placement process, please review the available positions and rank your choices in order of preference, from 1 (most desired) to 5 (least desired). **Every attempt will be made to honor your selection; however, we cannot guarantee a placement in your most desired position.** All positions are paid at a rate of $7.25 per/hour with the exception of food service which is $7.50

PLEASE RETURN THE JOB PREFERENCES FORM:

Email: theynoski@mercyhurst.edu **or** sfs@mercyhurst.edu
FAX: 814-824-2300.

Or mail to:
Mercyhurst College
Student Employment
501 East 38th Street
Erie, PA 16546

Name: ……Mercyhurst ID #……...

Major:……...…….

Permanent Address: ……/Phone……

E-mail Address:……..……

Institutional Employment Award…….. Federal Work-Study Award...……
(Please refer to your financial aid award letter.)

Please **PRINT** Your Preferences:

NUMBER	DEPARTMENT	JOB TITLE
1		
2		
3		
4		
5		

Signature: …… DATE:……

1. **Office of Academic Affairs Miller 104 and Miller 105**

Job Title: **Office Assistant**

Job Description: Various clerical type duties such as; filing of hard copies, photocopying, record keeping, assistance with a variety of clerical tasks, general assistance with secretarial/clerical duties and with special projects, mailings, distribution and delivery of forms/paperwork, helping with student inquiries. Confidentiality and strict adherence to student privacy issues are required.

---

2. **Department: Admissions**

Job Title: **Clerical Assistant**

Job Description: Clerical and special functions assistance, data entry.

---

3. **Department: Athletic Administration/Athletic Maintenance**

Job Titles:

(a) Baseball Assistant
(b) Fitness Center Assistant
(c) Wrestling
(d) SID assistants

Job Descriptions: **Baseball Assistant**

(a) Office Filing
(b) Washing uniforms
(c) Maintenance on baseball field

Job Descriptions: Fitness Center Assistant

(a) Maintain a clean and safe environment in the fitness center
(b) Take daily inventory of fitness center equipment
(c) Monitoring student sign in and sign out
(d) Demonstrate proper usage of all fitness center equipment and machines to students
(e) Enforce code of conduct in the fitness center
(f) Assist in any other duties or projects needed in the fitness center

Job Descriptions: **Wrestling**

(a) Daily washing of the wrestling mats.
(b) Daily washing of the wrestling workout equipment
(c) Daily monitoring and organization of equipment.
(d) Daily cleaning of wrestling room.
(e) Organizing, monitoring, and distributing of travel gear and equipment, detailed scoring at dual meets.
(f) Video taping individual matches.

Job Descriptions: **SID Assistants**

(a) Scorekeepers
(b) Video operation
(c) Game management
(d) Ball crew

(e) Clerical Help
(f) Team Management
(g) Laundry

---

4. **Department: Mercyhurst North East Athletics**

Job Titles: **Fitness Center Assistant**

Job Descriptions:

(a) Maintain a clean and safe environment in the fitness center
(b) Take daily inventory of fitness center equipment
(c) Monitoring student sign in and sign out
(d) Demonstrate proper usage of all fitness center equipment and machines to students
(e) Enforce code of conduct in the fitness center
(f) Assist in any other duties or projects needed in the fitness center

---

5. **Department**: **Bookstore**

Job Title: **Bookstore Assistant**

Job Description: Shelving and pricing of books, rendering assistance to customers, cashiering and general clerical duties, maintaining appearance of bookstore.

---

6. **Department: Cafeteria**

Job Title: **Food Service Worker**

Job Description: Waiting on customers, safety maintenance, displaying hospitality and Professionalism, assisting management with various tasks, quality and hygiene maintenance at all times.

NOTE: **HRIM & Dietetics majors can gain valuable experience in this regard and are strongly urged to apply for positions in this department.**

---

7. **Department**: **Computer Center**

Job Titles: (a) Phone/Desk Service Assistant

Job Descriptions:

(a) Phone/Desk Service Assistant: Assisting with calls outside and inside the office, maintaining the Help Desk and its functions and performing general office duties.

NOTE: **Computer knowledge a prerequisite.**

---

8. **Department: Computer Lab/CMIS**

Job Title: Computer Lab Assistants

Job Description: Personal computer maintenance and cleaning, updating database, inventory an audit and application software maintenance, general office work.

<u>NOTE</u>: Computer knowledge a prerequisite.

---

9. **Department: Criminal Justice**

Job Title: **Departmental Assistant**

Job Description: Assisting faculty, staff and students, general clerical and secretarial duties.

---

10. **Department: Front Office**

Job Title: Office Assistant/ Switchboard Operator/ Mailroom Assistant

Job Description: Answering telephone, photocopying, filing, compiling information, delivering and sorting packages and mail, greeting visitors and giving directions, assisting in setting up for special functions, assisting with special functions, driving and delivering mail and packages to JLM Center and Main Campus, and various other tasks associated with the Front Office. Confidentiality and strict adherence to student privacy issues are required.

---

11. Department: **Hotel, Restaurant and Institutional Management**

Job Titles:
(a) Office Assistant
(b) Grotto Reservationist
(c) Lab Assistant
(d) Records Assistant
(e) Receiving Assistant
(f) Computer Assistant
(g) Service Hour Recorder
(h) Service Assistant

Job Descriptions:

(a) **Office Assistant**: Assisting in the smooth running of the HRIM department and providing clerical and secretarial assistance to the division chair, faculty and secretary.
(b) **Grotto Reservationist**: Ensuring accurate grotto reservations in an unfailing courteous manner.
(c) **Lab Assistant**: Ensuring accurate grotto reservations in an unfailing courteous manner.
(d) **Records Assistant**: Extensive record keeping and processing of orders and bills.
(e) **Receiving Assistant**: Receiving, accepting, verifying and signing for deliveries.
(f) **Computer Assistant**: Entering data for databases and recipe writer pro.
(g) **Service Hour Recorder**: Recording all hours worked for the service hour practicum and generating reports of bi-weekly service hours.
(h) **Service Assistant**: Assist with ongoing service requirements in the dining room, assist professors and freshmen students with various tasks.

<u>NOTE</u>: HRIM majors will gain valuable experience working in this department and are strongly urged to apply for this position. **This position only employs HRIM majors**

---

12. **Department: North East Learning Differences Office- Karsh 206**

Job Title: Learning Differences Note Takers

Job Description: Note takers are responsible for taking detailed and legible notes that are labeled with the name and date of the class the notes were taken. Then, the student needs to bring the notes down to the Learning Differences Office within 72 hours so they can be photocopied.

Note takers are usually scheduled in the class in which the notes are needed. Interested students must be approved by the Learning Differences supervisor before being hired.

---

13. **Department: Library – Tom Ridge Center**

Job Title: **Information Desk Assistant**

Job Description:

Assist library staff with checking materials in and out of the library
Take outgoing mail over to main office/ pick-up and deliver incoming library mail
Fill copy machines with paper (at start and end of shift)
Dust book shelve units
Straighten books on shelves
Keep main library and Great Room in orderly fashion (push chairs in at tables and dispose of any visible papers and trash, etc.)
Assist students with basic computer problems
Assist library staff with projects
Maintain DVD collection in alpha order
Clean computer monitors (see John)
Straighten periodical holders and reference collection holdings on shelves

Coffee bar area – Tom Ridge Center Library
Job Description:

1. Keep café area (tables and chairs) clean and uncluttered
2. Keep café counter neat and clean and stocked with cups, lids, sugar, cream and stirrers
3. Keep coffee urn full of coffee
4. Keep 1-3 carafe's of coffee and 1 water ready as back-up supply
5. Keep water and decaf dispensers full
6. Keep lower carpeted area of library neat and uncluttered (pick up newspapers, trash, etc).

Please let library staff know if you find areas that are continuously disorderly and we will correct the problem. *Make sure area is clean, neat and orderly prior to ending*

---

14. **Department: Mailroom**

Job Title: Mailroom Assistant

Job Title: Sorting and distribution of mail, mail box maintenance, overall mailroom maintenance.

---

15. Department: **Maintenance**

Job Titles:
(a) Assistant to Housekeeper
(b) Maintenance/Housing Assistant
(c) Painter's Assistant
(d) Assistant Carpenter
(e) Mechanic
(f) Groundskeeper
(g) Purchasing/Inventory Supply Assistant
(h) Recycling Program

Job Descriptions:

(a) **Assistant to Housekeeper**: Performing variety of general housekeeping tasks to maintain classrooms, offices, hallways and other assigned areas of the College.

(b) **Maintenance/Housing Assistant**: Assisting in minor and major maintenance repairs, assisting in general maintenance requests, general housekeeping and clerical assistance.

(c) **Painter's Assistant**: Assisting painter in his/her duties, general patching, sanding and painting of various areas on campus, general housekeeping with regard to painting.

(d) **Mechanic**: Vehicle maintenance, clerical and office assistance.

(e) **Groundskeeper**: Performing manual duties requiring basic understanding of grounds keeping techniques, tools, equipment and safety precautions, general ground keeping maintenance, snow shoveling, special events assistance.

(f) Apartment/townhouse recycling pickup

---

16. **Practical Nursing Program Office**

Job Description: **Clerical Assistance**

1. Copying materials for faculty/staff, maintaining copy machine, collating and stapling as needed
2. Filing large amounts of documents
3. Mail – sort/distribute mail and packages to faculty/staff, taking mail to the mailroom, doing errands to other parts of the campus, folding and stuffing envelopes
4. Laundry – wash/dry linens and towels from labs
5. General cleaning of the nursing offices

---

17. **Practical Nursing Program Office**

Job Description:

1.) Assisting in the smooth running of the Practical Nursing Department and providing clerical and secretarial assistance to the division chair, faculty and secretary.

2.) General office work such as filing, errand running, copying, mailing, phoning, and data entering.

---

18. **Department: Police and Safety**

Job Title: Security Assistant

Job Description: Assist with the ticket issuing to violators, overall security on campus, student assistance, and clerical assistance.

---

19. **Department: Public Safety Institute**

Job Description: Jobs will involve the Public Safety Institute, the Police Academy, Police Updates, Emergency Response program and the Fire Fighter training program. There will be plenty of filing, typing letters, mail merges, doing certificates of training completion, copying and misc. clean up work.

---

20. Department: **Registrar's Office**

Job Title: Registrar's Assistant

Job Description: Reception, preparing transcripts, various clerical duties.

---

21. **Department: Residence Life**.

Job Title: **Redemptorist Hall/Neumann Hall Desk Worker**

Job Descriptions:

Desk workers at Redemptorist/Neumann Halls are individuals who assist the Student Life Staff. Their role is to monitor the residents, guests and visitors that are in the residence halls. They are responsible for noting all individuals entering and exiting the residence hall they are monitoring. Care should be taken to be professional, punctual and assist the RA/GA as needed. While on duty you should **NOT** leave your assigned desk. A member of the residence life staff will be able to relieve you if you must leave for a brief period. This should be addressed and cleared with the residence life staff. You are **NOT** permitted to leave the desk unattended. It is your job to have all guests and visitors **SIGN-IN** and **SIGN-OUT**. Please complete the entire sign-in form. No blank spaces. With each guest or visitor, a valid ID must be left and only returned when the guest/visitor leaves the building. These ID cards MUST be left in a secure location and you will be held financially responsible for any lost or stolen cards. Please inform the RA/GA staff on duty of any concerns or problems.

EXPECTATIONS/REQUIREMENTS:

1.) Follow the schedule you have been assigned by the Director of Student Life.
2.) Report for your scheduled work location **ON TIME.**
3.) Complete (name, ID number and Sign) your entire work study payroll sheets **legibly (payroll cannot process your timesheet without being able to read your name and ID number).** Please record your daily hours in the Student Life Office**.**
4.) Failure to report for assigned work hours will result in termination from your position (fired) and remaining monies lost.
5.) Please answer the phone in a polite and courteous manner. ("Redemptorist (Neumann) Hall front desk how may I help you").
6.) Any concerns or problems…Please call 725-6312.

---

22. **Department: Sports Information**

Job Title: Sports information assistant

Job Description: Clerical assistance, support before, during and after games, public relations, record keeping.

---

23. **Department: Student Financial Services**

Job Title: Student Financial Services and Financial Aid office Assistants

Job Description: Filing, mailing, purchase orders assistance, clerical assistance.

---

24. **Job Title: Student Assistance – Student Rec-Room/Student Union**
Department: Student Union Location: South Townhouse Complex/Miller Hall, Lower Level

Job Description: Activities at Mercyhurst North East are designed to complement the resident/commuter experience of college life. These activities provide a unique opportunity to build a community, recreate, socialize, educate and offer service. Activities can be organized by the Mercyhurst North East Student Government, the Student Union, individual clubs and organizations. The goal every student assigned to the area of student activities is to assist in the goal of providing a variety of activities, programs and opportunities to enrich the college experience. Duties may include: preparations for activities and programs, assisting in supervising activities and programs, office duties in the student union office and monitoring the student union.

EXPECTATIONS/REQUIREMENTS:

1. Schedule your weekly work times in the Student Union Office.
2. Report for your schedule work time **on time**.
3. Complete (name, ID number and Sign) your entire work study payroll sheets **legibly (payroll cannot process your timesheet without being able to read your name and ID number).** Please record your daily hours worked.
4. Failure to report for assigned work hours will result in termination from your position and remaining monies lost.
5. Concerns or problems please call 725-6312.

---

25. **Department: Student Support**

Students that work for **Student Support** are required to show up on time for their assigned shifts.
Duties include, but are not limited to:

1. Filing and managing information in the files of active/inactive students at MNE
2. Making copies of course material for the seven Academic Counselors
3. Making and distributing copies of Academic Warnings to Academic Counselors, Athletic Staff and Academic Advisors
4. General Office maintenance
5. Assisting members of Student Support as needed

This position requires someone who is trustworthy and can maintain confidentiality as a great deal of the materials contains sensitive and confidential information. Maintaining the confidentiality of these documents is of the utmost importance.

---

26. **Department: WYNE Radio Station**

Job Title:
(a) On air sports coverage
(b) Production
(c) News & public affairs
(d) Office – Music library

Job Description:

(a) Assist with the coverage of Mercyhurst College athletic games.

(b) Assist with producing local programs, promotion of current shows and Public service announcements

(c) Attend on campus events and record and produce information for publicity purposes

(d) Maintain music and assist with office needs