MERCYHURST UNIVERSITY
STUDENT EMPLOYMENT PROGRAM
2013-2014

FALL

SPRING

Work Study Program Rules, Rights and Responsibilities

Student's Name* **Student ID***

These rules and responsibilities apply to all work study students :

1. **Your duties may vary widely and they will be assigned by the department supervisor. However, you are encouraged to seek additional work when assigned tasks are completed.**

2. **Your working hours will be scheduled at the beginning of each term by your supervisor, based on office need and your award. Please ensure that your work schedule does not conflict with your class hours.**

3. **Your assigned duties are your first responsibility while at work. If you complete all work assignments and there is down time in your department, check with your supervisor for additional duties.**

4. **You must maintain at least part time enrollment and maintain satisfactory academic progress to remain eligible for employment (Please notify financial aid when you fall below 6 credits).**

5. **Visiting with friends while on duty is not allowed. Unless a project is assigned (i.e. college fair, job fairs, expos, ect.), all student assistants are expected to remain in their department's work area.**

6. **Maintain a professional attitude at all times. Treat others with respect and courtesy despite any difficult situations.**

7. **When answering the phone, Mercyhurst University, the department's name and then identify yourself in a courteous manner.**

8. **Personal calls should only be made for emergency reasons and with the approval of your supervisor. Cell phones are not to be used during office hours (except in the event of an emergency).**

9. **Observing confidentiality in business related matters is a crucial office policy. Do not discuss office affairs outside the office. Everything is considered confidential and discussing office matters or private information (student grades, financial matters, personal records, ect) with individuals outside of the office, could lead to termination.**

10. **Do not use office computers for personal reasons (ex. Internet, email, homework or instant messages). The office computers should only be used for office matters with the approval of your supervisor.**

11. **All office staff is required to dress appropriately for the office environment at all times.**

12. **A student should not begin employment until all necessary paperwork is complete and on file. These documents include: Federal Employee's Withholding Allowance Certificate (W-4); I-9 Form: Employment Eligibility Verification. The student must provide original documents of verification of employment eligibility. Acceptable documents include: Social Security Card and passport OR state ID/Driver's License OR Mercyhurst student ID.**

Rights:

1. **Mercyhurst University is committed to providing equal employment and equal educational opportunities to its employees and student assistants in an atmosphere free from harassment or other discriminatory practices based upon gender, race, marital status, age, religion, national origin, or disability. Student employees must be treated with respect and courtesy at all times.**

2. **Student employees have the right to be paid biweekly at least the minimum wage in effect at the time of employment for all hours worked.**

3. **When termination by the department supervisor is a necessary measure, the employer and the employee should meet to discuss the reasons for termination, the office of student employment should be notified and sent all appropriate documents. Termination will not exclude the student from future work study job placement.**

TO ALL INCOMING STUDENTS
WHO HAVE RECEIVED WORK-STUDY POSITIONS

This brochure was designed for students who will be employed by the Mercyhurst University 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).

Please fill in this form and return both pages 1 & 2 to **theynoski@mercyhurst.edu** or fax to 814-824-2300, Attn: Student Employment. **Every attempt will be made to honor your selections; 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

Name: …… Student ID ……...

Major: ……...…….

Contact Phone Number ……

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		

Please initial the bottom portion of this form if you understand all the rights, rules, and responsibilities of the Student Employment Program and agree to follow them. Please be sure to return both pages 1 and 2.

Student's Initials*

1. Department: Academic Support Programs

Job Title: **Clerical Assistant**

Job Description:

(a) Office Filing
(b) Processing e-mail and subsequent documentation
(c) Production of program materials
(d) Initial processing of tutoring payroll
(e) Data recordkeeping

---

2. Department: Admissions

Job Title: **Clerical Assistant**

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

---

3. Department: Adult College and Graduate Programs

Job Titles:
(a) Office Assistant
(b) Lab Assistant

Job Descriptions:

(a) Office Assistant: Clerical, telephone and mailing assistance.
(b) Lab Assistant: Computer lab assistance to students and maintenance of computer lab.

---

4. Department: Archaeology/Anthropology

Job Titles:
(a) Processing Lab Assistant
(b) Lithic Lab Assistant
(c) Analysis Facility Assistant
(d) Forensic Anthropology and Zoo archaeology Lab Assistant
(e) Stratigraphy Lab Assistant
(f) Historic Artifact Lab Assistant
(g) Production Facility Assistant
(h) Organic Residues Analysis Facility Assistant
(i) Conservation Lab Assistant
(j) Volunteers

Job Descriptions:

(a) Processing Lab Assistant: Participation in archaeology projects involving identification, cataloguing, cleaning, labeling and curatorial care of archaeological materials.
(b) Lithic Lab Assistant: Identifying and analyzing flaked and ground stone tools and the waste products of tool manufacture.
(c) R.L. Andrews Perishables Analysis Facility Assistant: Analysis of perishables – impressed and maintenance of institute's reference library.
(d) Forensic Anthropology and Zoo archaeology Lab Assistant: Retrieval and analysis of forensic material while working intimately with local and state law enforcement officers.
(e) Stratigraphy Lab Assistant: Flotation, separation and geochemical analysis of geological samples.
(f) Historic Artifact Lab Assistant: Analysis of historic archaeological materials and intense pertinent archival research activities.
(g) Production Facility Assistant: Preparing volumes for publication, drafting maps, figures and tables for presentation of information in archaeological reports.
(h) Organic Residue Analysis Facility Assistant: Identification and chemical analysis of

organic residues on archaeological materials.

(i) Conservation Lab Assistant: Long-term curation of perishable flora and fauna.

(j) Volunteers: Students not chosen for work-study can gain valuable experience as volunteers in most of the archaeological labs.

NOTE: **Archaeology majors will be given preference for work-study assignments in the Archaeology Department. Every effort will be made to provide Archaeology majors with a minimum of 3 years of student employment within the department.**

---

5. Department: Art/Art Gallery

Job Titles:

(a) Lab Assistant
(b) Graphics and Lab Assistant
(c) Studio Assistant
(d) Department Director Assistant
(e) Art Work-study
(f) Student Assistant
(g) Studio Assistant
(h) Art Therapy Assistant

Job Descriptions:

(a) Lab Assistant: Lab clerical assistance, overseeing and maintenance of lab and software installation.

(b) Graphics and Lab Assistant: Overall design duties, website updating, lab clerical assistance, overseeing and maintenance of lab and software installation.

(c) Studio Assistant: Studio maintenance, organization, upkeep, and inventory.

(d) Department Director Assistant: Departmental assistance, research, and word processing.

(e) Art Work-study: Clerical duties, classroom preparation, and orientation of students.

(f) Student Assistant: Maintain slide library and darkroom, gallery assistance.

(g) Studio Assistant: Clerical assistance, studio work and organization, studio maintenance, graphic design and photography.

(h) Art Therapy Assistant: Maintenance of art room, storage and supplies, displays for art room and art department areas, research in the field of art therapy/creative arts.

---

6. Department: Athletic Administration/Athletic Maintenance

Job Titles:

(a) Receptionist
(b) Baseball
(c) Field Hockey
(d) Football Office
(e) Men's Basketball
(f) Men's Hockey
(g) Men's Lacrosse
(h) Men's Volleyball
(i) Recreation Center
(j) Soccer
(k) Softball
(l) Women's Basketball

Job Descriptions:

(a) **Receptionist**: Clerical and light secretarial duties.

(b) **Baseball**: Clerical and telephone duties.

(c) **Field Hockey**: General office work, office maintenance, team management and game-day supervision.

(d) **Football Office**: **Office Assistant**: General clerical and office assistant; **Tour Guides**: Conducting tours for prospective student athletes with an interest in playing football for the

college; **Maintenance and Cleaning Assistants**: Maintaining and cleaning all areas of the football office; **Video Camera Operator**: Filming of all practice sessions and games.

(e) **Men's Basketball**: Laundry duties, mailing, filming, clerical, fundraising and game assistance.

(f) **Men's Hockey**:
   (a) Cleric (reports, postage, e-mailings, fundraising, etc.)
   (b) Office and locker room maintenance
   (c) 20 contests (building preparation, 50/50, chuck a puck, D.J., etc.)
   (d) Junior hockey showcase/3 days (building preparation, 50/50 chuck a puck, D.J., etc.)
   (e) Awards banquet (invites seating, preparation, and host)

(g) **Men's Lacrosse**: **General Assistant**: Housekeeping, laundry, uniform distribution and collection, clerical assistance, inventory control; **Lacrosse Equipment Manager/Statistician**: Equipment control, laundry maintenance, and statistics maintenance; **Lacrosse Video Camera Operator**: Videotaping home and away contests, videotaping practice sessions.

(h) **Men's Volleyball**: Game management, equipment control, monitoring team study halls, laundry, and clerical assistance.

(i) **Recreation Center**: **Front Desk Workers**: Reception, recording keeping and light housekeeping; **Floor Workers**: Activity monitoring, user assistance, equipment maintenance and light housekeeping; **Office Assistant**: Scheduling, payroll, clerical and secretarial assistance.

(j) **Soccer**: **Ball people/statistician**: Uniform maintenance, statistics, and ball assistance at games; **Office Assistant**: Clerical and reception assistance; **Equipment Maintenance Assistance**: Uniform laundry and maintenance, housekeeping, ball and equipment maintenance; **Recruiting Assistant**: Assisting with tours of campus, helping with and maintaining recruiting mailings and filings.

(k) **Softball**: **Equipment Manager**: Softball equipment control and maintenance, uniform control and maintenance; **Team Manager**: Scorebook keeping, assisting with supplies, equipment control and maintenance; **Team Marketing Person**: Advertising and promoting team, fundraising assistance, program production, statistics distribution, assisting with marketing correspondence.

(l) **Women's Basketball**:
   (a) Clock operation for practice approximately two hours a day six days a week
   (b) Inventory and cleanliness of practice clothes each day and/or game uniforms
   (c) Study hall supervision on daily basis sometimes changing from term to term
   (d) Video all home contests usually once or twice a week depending on schedule
   (e) Game day statistics

---

7. Department: Biology

Job Title: **Office Assistant**

Job Description: Rendering laboratory assistance, general office and clerical duties.

---

8. 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.

---

9. 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.

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

---

10. Department: Campus Ministry

Job Titles:
- **(a) Liturgical Musicians**
- **(b) Seamstress for Chapel linens and cleaning**
- **(c) Student Campus Ministers**
- **(d) Publicity Assistants**
- **(e) Student leaders for Specific Events**

Job Descriptions:

(a) Liturgical Musicians: Preparing weekly musical accompaniment, practicing with choirs, and accompanist for all Masses.

(b) Seamstress: Sewing and cleaning linens, weekly cleaning of Chapel and maintaining order in Chapel.

(c) Student Campus Ministers: Performing ministry duties and general clerical and office duties.

(d) Publicity Assistants: Performing public relations functions for Campus Ministry.

(e) Student Leaders for specific events: Assuming and performing leadership functions for specific programs throughout the school year.

---

11. Department: Career Services

Job Title: **Office and Clerical Assistant**

Job Description: Performing general office, secretarial and clerical duties.

---

12. Department: Chemistry, Biochemistry and Physics (Zurn Scientific Computer Lab)

Job Titles:
- **(a) Lab Assistant and Clerk (Chemistry and Biochemistry)**
- **(b) Lab Assistant and Clerk (Physics)**
- **(c) Lab Assistant and Clerk (Scientific Computing Lab)**

Job Descriptions:

(a) Lab Assistant and Clerk (Chemistry and Biochemistry): Laboratory assistance and clerical assistance, with light secretarial duties.

(b) Lab Assistant and Clerk (Physics): Laboratory assistance and clerical assistance, with light secretarial duties.

(c) Lab Assistant and Clerk (Scientific Computing Lab): Laboratory and clerical assistance, with light secretarial duties.

<u>NOTE</u>: Preference will be given to science majors

---

13. Department: Coffee Bar

Job Titles: **Java Specialist**

Job Descriptions: Providing customers with fresh espresso and specialty beverages as well as baked goods. Assisting management with safety and sanitation. Providing excellent customer service through personal contact with a professional and friendly attitude, however, anyone with a strong interest in this area may apply.

<u>NOTE</u>: HRIM majors are strongly suggested for these positions to gain practical hospitality experience.

---

14. Department: Communications

Job Titles: **Office and Clerical Assistant**

Job Description: General office and clerical duties, as well as public relations duties.

---

15. Department: Computer Center

Job Titles: **(a) Phone/Desk Service Assistant**
(b) PC Technician

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.

(b) PC Technician: Servicing and maintenance of student and faculty computers as directed by the Help Desk Supervisor.

NOTE: **Computer knowledge a prerequisite.**

---

16. 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.

NOTE: **Computer knowledge a prerequisite.**

---

17. Department: Criminal Justice

Job Title: **Departmental Assistant**

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

---

18. Department: Dance

Job Titles: **(a) Office Assistant**
(b) Wardrobe/Costume Maintenance Assistant
(c) Studio Maintenance Assistant
(d) Technical Theatre Assistant

Job Descriptions:

(a) Office Assistant: Clerical and telephone duties, inventory control and light secretarial duties.

(b) Wardrobe/Costume Maintenance Assistant: Assisting wardrobe mistress, maintaining inventory, costume and headdress maintenance. Sewing and craft skills a plus.

(c) Studio/Maintenance Assistant: Cleaning and maintenance of entire studio, cleaning supplies maintenance.

(d) Technical Theatre Assistant: Assisting with all aspects of technical theatre such as lighting, dance floor maintenance, sound, etcetera.

NOTE: Dance majors, minors or students interested in technical theatre are strongly urged to apply for these positions.

---

19. Department: Day Care

Job Title: **Child Care Aide**

Job Description: Serve as support to classroom staff, attend to the emotional and physical needs of infants and young children, food preparation, supporting overall program objectives.

NOTE: This off campus placement is a 5-minute drive or a 20-minute walk.

---

20. Department: Diversity 101

Job Title: **Office Assistant**

Job Description: Clerical and telephone assistance and light secretarial duties

---

21. Department: Education

Job Titles: **Office Assistant**

Job Descriptions: General office and clerical duties, light secretarial functions.

---

22. Department: English

Job Title: **Administrative Assistant**

Job Description: Assisting director with operations for the department, providing assistance in processing major departmental projects, assisting in accreditation process and aiding members of the department.

---

23. Department: Fashion Merchandising

Job Title: **Fashion Office Assistant**

Job Description: Filing, copying, gathering mail, typing, cutting samples, bulletin boards and displays, helping with club activities.

Note: We are specifically requesting that our assignees Not be fashion majors or minors.

---

24. Department: Forensic Science

Job Title: **Forensic Science Lab Assistant**

Job Description: Assisting in cleaning, labeling, and cataloging of all materials accessioned to the Mercyhurst Archaeological Institute laboratory.

---

25. Department: Geology

Job Title: **Geology Lab Assistant**

Job Description: Assisting in cleaning, labeling, and cataloging of all materials accessioned to the Mercyhurst Archaeological Institute laboratory.

---

26. Department: Health Services

Job Title: **Cohen Health Center Assistant**

Job Description: General cleaning and maintenance of the College health center, clerical and office assistance.

---

27. Department: Honors Program

Job Title: **Student Assistant**

Job Description: Front desk assistance, computer and Internet operations, clerical Assistance.

---

28. Department: Hotel, Restaurant and Institutional Management

Job Titles:

(a) Student Reservation Manager
(b) Assistant Student Managers of Café Diem Coffee Shop

Job Descriptions:

.

(a) **Student Reservation Manager:** Ensuring accurate grotto reservations in an unfailing courteous manner.

(b) **Assistant Student Managers of Cafe Diem Coffee Shop**: responsible for customer service, food preparation, inventory control, cash control, purchasing, marketing and other related duties to maintain operation of the Cafe Diem coffee shop. Ensuring accurate grotto reservations in an unfailing courteous manner.

NOTE: **HRIM majors will gain valuable experience working in this department and are strongly urged to apply for this position.**

---

29. Department: Human Performance Laboratory

Job Title: **Lab Assistant**

Job Description: Straighten and clean the lab daily. Keep track of all lab equipment. Become familiar with manuals and the operation of all equipment. Assist research projects as needed. Serve as exercise demo. Provide emergency first aid until Police and Safety or EMS arrives. Maintain the security of the lab.

---

30. Department: Human Resources

Job Title: **Human Resources Assistant**

Job Description: Clerical, secretarial and reception assistance.

---

31. Department: Ice Center

Job Title:

(a) Concession Stand Worker
(b) Student Skate Workers
(c) Maintenance Workers
(d) Game Night Management Workers

Job Description:

(a) Stand and food service maintenance.
(b) Keeping skate rentals and skate maintenance.
(c) Housekeeping maintenance of Ice Center.
(d) Ice Center maintenance during all games.

---

32. Department: Institutional Advancement

Job Title: **Office Assistant**

Job Description: General office and clerical duties, with an emphasis on mailing and filing.

---

33. Department: Interior Design

Job Title: **Interior Design Assistant**

Job Description: Photography, maintaining AutoCAD computer lab, library and design project records, clerical assistance.

---

34. Department: International Student Ctr.

Job Title: **Office Assistants**

Job Description: Filing, errand running, copying, mailing, phoning, and database entering. Computer Knowledge is a pre-requisite.

---

35. Department: Intramurals

Job Title: **Intramurals Assistant**

Job Description: Scheduling and monitoring intramural games, overall maintenance of games, periodic writing of articles.

---

36. Department: Learning Differences

Job Title: **Learning Differences Assistant**

Job Description: Provide support to students and staff with applications software and reading, maintain upkeep of note taker's records, light office work.

---

37. Department: Library

Job Title:
- **(a) Circulation Desk Worker**
- **(b) Technical Services Worker**
- **(c) Office Worker**
- **(d) Computer Desk Worker**

Job Descriptions:
- (a) Clerical and circulation assistance, monitoring, re-shelving, general assistance to students, patrons, staff and faculty, inventory and shelf maintenance.
- (b) Book maintenance, collection development, shelf-list maintenance, special project assistance and inventory project assistance.
- (c) General Library assistance, office assistance, clerical and secretarial assistance, word processing.
- (d) Data entry

---

38. Department: Mailroom

Job Title: **Mailroom Assistant**

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

---

39. 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) **Assistant Carpenter**: Assisting lead carpenter, general maintenance repairs, assisting in new and current construction projects, assisting in minor and major building assessments.

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

(f) **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.

(g) **Purchasing/Inventory Supply Assistance**: Distribution, inventory control and office assistance.

(h) Apartment/townhouse recycling pickup

---

40. Department: Mathematics

Job Title: **Mathematics Assistant**

Job Description: Clerical assistance, data recording and assisting students with queries.

NOTE: **Mathematics major preferred.**

---

41. Department: Mary D'Angelo Performing Arts Center

Job Titles:
(a) Box Office Assistant
(b) Back of House Assistant
(c) Front of House Assistant
(d) House Manager
(e) Projectionist

Job Descriptions:

(a) **Box Office Assistant**: Duties include mastering person-to-person, telephone and online Ticketing procedures, completing fiscal transactions and related accounting. Becoming Familiar with details about ongoing events and box office services. Knowledge of Excel And Work is a plus while ability to make change is crucial. Prior customer service is also Helpful.

(b) **Back of House Assistant**: Providing technical support for college events; loading and Unloading sets/equipment for shows; learning to set up stage lighting and sound Equipment; setting up for receptions; monitoring events; assisting with wardrobe/laundry Needs; performing various duties before and after performances. Prior theater experience Is not required, but is appreciated.

(c) **Front of House Assistant**: Working at events to ensure audience safety; ushering and/or Taking tickets at selected events, selling merchandise or selling concessions during Intermissions, working as a gallery attendant (including open/closing gallery and Collecting data on attendance), providing hospitality for visiting artists, working In the office at the reception desk, answering phones and questions.

(d) **House Manager**: The student supervisor for Front of House operations at events, Responsible for assigning duties to ushers and ticket takers and coordinating with Back

Of House crew at start and end of event.

(e) **Projectionist**: Assisting head projectionist with film building and previewing.

---

42. Department: Mercyhurst TV

Job Title: **Assistant**

Job Description: Operation of television equipment and recording of programs that will air on Hurt TV from various on-campus functions. Besides recording programs, the student(s) would be trained and responsible for updating the community video bulletin board that Hurst TV airs when not showing programs.

Note: We ask for students who have a good grasp of the English language and adequate spelling and grammar skills. Training will be provided for operation of all other equipment.

---

43. Department: Music

Job Titles:

(a) Productions
(b) Costume Shop and Prop Shop
(c) Faculty Assistant
(d) Office Assistant
(e) Music Admissions
(f) Instrument Maintenance
(g) Music Library
(h) Music Tech Labs

Job Descriptions:

(a) Each student will be cross trained in the areas of budget management, marketing, facility Management, sound recording applications & techniques, stage crew, & audience & Customer relations.

(b) Student musical/opera costuming and prop design.

(c) Assisting the faculty member and providing support in the faculty's individual studio area. This will include instrument maintenance, copying, filing, recruitment and assistance with class related duties.

(d) Assistance with copying, filing, mailings, payroll, scheduling, event coordination, inventory, public relations and ongoing various projects

(e) Assist in admission mailings, audition coordination, database management and phone contact and follow up.

(f) Inventory and keep instruments ready for methods classes and performances. They will coordinate with the faculty assistants and serve as the liaison between faculty, adjuncts and students in maintaining good working instruments.

(g) Assist with maintaining the vast amounts of music within several of our in-house libraries. The four main libraries are vocal, orchestral, wind/jazz and percussion. There are thousands of titles that need cataloged, pulled, researched and archived.

(h) Assist in staffing the lab in the evenings so it is open to the music students to use the Equipment, work on class assignments and listen to recordings. These students will be Responsible for maintaining the equipment and providing security.

---

44. Department: One Card Office

Job Title: **Office Assistant**

Job Description: Clerical assistance, data recording and assisting students with queries

---

45. 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.

---

46. Department: Political Science

Job Title: **Office Assistant**

Job Description: Assisting with clerical and office duties, computer and typing skills required.

---

47. Department: Physics

Job Title:

(a) Research and Lab Technician
(b) Equipment Master
(c) Course Development Assistant
(d) Physics Department Support
(e) Understudy

Job Description:

(a) Literature research, possible gas-chromatograph head space analysis, Wheatgrass growth to support research projects conducted by faculty in the Chemistry and physics departments. Literature research, grant proposal writing support understudy, conduct
Developmental teaching experiments in collaboration with faculty. In-house Physics lab expert. Consultant for instructors new to the equipment, develops And tests new labs and equipment.

(c) Assists in the organization and tracking of physics equipment. Catalogs a Complete inventory of all physics equipment holdings – both those used for Demonstration purposes and laboratory exercises.

(d) Technology updating of all courses offered by the college – from elab in data-Studio to journal note viewer for grading and student review.

(e) Copying, paperwork delivery and filing, mail delivery, assists master and Literature reviewing as needed.

---

48. Department: Psychology

Job Title: **General Assistant**

Job Description: Assisting professors, conducting research, clerical and computer work.

NOTE: **Psychology Majors preferred**.

---

49. Department: Public Relations

Job Title: **Office Assistant**

Job Description: Assisting with maintaining photo files, handle the clipping, pasting, copying and filing of news coverage related to the college and its official scrapbook. Maintain media coverage logs, work on web and print projects under the director of the department. Participate in public relations events as staff when needed; also help with photography, etc.

---

50. Department: Registrar's Office

Job Title: **Registrar's Assistant**

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

---

51. Department: Residence Life

(Number of positions available in parenthesis next to job title)

Job Titles:
- **(a) Baldwin Hall Dormitory Desk Attendant**
- **(b) McAuley Hall Dormitory Desk Attendant**
- **(c) Warde Hall Dormitory Desk Attendant**
- **(d) Office Assistants**

Job Descriptions:

(a-c) Baldwin, McAuley and Warde Dormitory Desk Attendant: Reception duties, overall security and maintenance of entire building.

(d) Assisting with clerical and office duties, computer and typing skills required.

---

52. Department: RIAP/Intelligence Studies

Job Titles: **(a) Administrative Assistant**

Job Descriptions:

(a) Administrative Assistant: Clerical assistance, RIAP library maintenance, and database maintenance. Developing RIAP resources, editing databases, and preparing products.

---

53. Department: Office of Service-Learning

(students work off-campus in a variety of non-profit programs in the Erie area; transportation can be provided for many sites listed)

Typical Job Titles:
- **(a) Afterschool Program Tutor/Mentor**
- **(b) Recreation Program Assistant**
- **(c) Office Assistant**

How off-campus community service Federal Work Study works?

Students who are interested in these community positions will meet and correspond with the director of service-learning in late summer or early fall term to decide together on the best fit regarding schedule, interest, and skill level. The director oversees the program, but each student's site also has an on-site agency staff member as direct supervisor.

Job Locations and Descriptions:

Organization Name	Typical Duties
A.N.N.A Shelter	Assisting with animal care and vet clinic on site
Arts Erie	Office or program assistance
Asbury Woods	Program assistance
Bayfront Center for Maritime Studies	School or afterschool program assistant
Booker T Washington Center	Children and youth tutoring; recreation assistant
Boys and Girls Club of Erie	Children and youth tutoring; recreation assistant
Catholic Charities Refugee Resettlement	Office or program assistance
CHAMPS Afterschool Program	Children and youth tutoring; program assistant
Children's Advocacy Center	Office assistant
Environment Erie	Program assistance tailored to a variety of majors, skill sets or interests

Emmaus Soup Kitchen	Program coordinator, commitment to Saturday mornings
Erie County Historical Society	Office Work , Membership & exhibit assistance
Erie DAWN (Dwellings and Advocacy for Women in Need)	Program or office assistant
Family First Academy	Working with Students
Gannondale	Program assistant; Office work
Habitat for Humanity - Greater Erie	Program assistant
Harborcreek Youth Services	Office work or program assistant
Health South	Office work
House of Mercy	Program assistant; working with children and youth
International Institute of Erie	Office work; program assistant
John F. Kennedy Center	Children and youth tutoring; program assistant
Martin Luther King, Jr Center	Children and youth tutoring; program assistant; recreation assistant
Mercy Center of the Arts Preschool	Program assistant; classroom aide
Mercy Center for Women	Assist. with Child Development, Social Work, Marketing/Media and Fundraising
Mercy Hilltop Center	Program assistant; working with senior center
Mercyhurst Child Learning Center	Program assistant
Multicultural Community Resource Center	Community gardening, program assistant, office work
Neighborhood Art House	Afterschool program assistant
Perseus House	Youth program assistant
Pleasant Ridge Manor East	Assisting elderly, office work, special programs
Pleasant Ridge Manor West	Assisting elderly, office work, special programs
Quality of Life Learning Center	Children and youth tutoring; program assistant; community agriculture
Sarah Reed Retirement Center	Program assistance with aging populations
Second Harvest Food Bank	Communications, Agency Relations assistants
Sr. Gus's Kids Café	Afterschool program assistant; recreation assistant
Trinity Center	Afterschool program assistant; recreation assistant
YMCA Kids Club - Erie Housing Authority	Afterschool program assistant; recreation assistant

NOTE: Preference will be given to students with Federal Work-Study Awards.

---

54. Department: Sociology

Job Titles: **(a) Clerical Assistant**
(b) Social Work Assistant

Job Descriptions:

(a) Clerical Assistant: Assisting with detailed administrative reports, disseminating information and various clerical duties.

(b) Social Work Assistant: Data collection, copying and preparation of information, assisting professors, planning and implementing meetings.

---

55. Department: Sports Information

Job Title: **Sports information assistant**

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

---

56. Department: Sports Medicine

Job Titles: **(a) Office Assistant**
(b) Athletic Trainer Assistant

Job Descriptions:
(a) Office Assistant: Clerical, reception, secretarial assistance and public relations, data input.
(b) Athletic Trainer Department: Data input, general clerical, telephone and secretarial work.

---

57. Department: Student Financial Services

Job Title: **Student Financial Services and Financial Aid office Assistants**

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

---

58. Department: Student Union

Job Titles: **(a) Information Desk Workers**
(b) Office Assistants
(c) Publicity Assistants

Job Descriptions:
(a) Information Desk Workers: Reception and clerical assistance, light housekeeping, campus events and activities maintenance, building activity monitoring.
(b) Office Assistants: Clerical assistance, reception, and computer work.
(c) Publicity Assistants: Public relations with regard to campus activities and events, notice board maintenance.

---

59. Department: Sustainability Office

Position: **Sustainability Assistants**

Job summary: Working with the Sustainability Office and the Mercyhurst Green Team offers students an opportunity to work with many different areas of environmental sustainability, including recycling, energy conservation, and Earth Day. Past projects have included reorganizing the recycling bins around campus, auditing energy usage on campus, and writing articles for Ecodemia (the Mercyhurst environmental newsletter). Additional projects may include strengthening our participation in Recycle Mania, inputting electricity and natural gas consumption data into a data base, working with the Sisters of Mercy on their environmental projects, and helping to establish a long-awaited compost program on campus. This is a great opportunity to make a difference and develop your leadership skills. Student project ideas will be very welcome.

Qualifications and Hours

Preference will go to students in Sustainability Studies (major, minor, or concentration). The hours are flexible to work with your schedule, and do not have to be the same from week to week.

Department: **Mercyhurst University Organic Farm**
Position: **Student workers**
Job Summary:

Mercyhurst University owns 405 acres in Girard, PA near the West campus, about 25 minutes from the Erie campus. Faculty, staff and students have started and organic farm on a 10 acre section of this property where they grow produce to sell to Mercyhurst University for use in the food facilities on the Northeast and Erie campuses, and to other local business.

Working at the farm will be labor intensive work helping with harvesting in the fall and planting in the spring, as well as assisting with setting up and running the Farmers' Markets.. Other projects include construction of greenhouses, high tunnels, and possibly a produce storage building.

Qualifications and Hours

Preference for this job will go to students with reliable transportation and those with an interest in gardening or farming. Your work study hours will be divided into two terms (fall and spring) rather than three, so you will not work during winter term. It is preferable that you work 5-8 hour at a time rather than only a few hours, in order to have time to start and finish projects. Students may work weekends.

---

60. Department: The Laker Inn

Job Title: **Café Assistant**

Job Description: Food preparation, cooking, customer service and general maintenance.

NOTE: **HRIM majors will gain valuable experience working in this department and are strongly urged to apply for this position.**

---

61. Department: Walker School of Business

Job Title: **Clerical Assistant**

Job Description: Various clerical and office duties.

---

62. Department: WMCE 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 University 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

---

63. Department: World Languages

Job Titles:
- **(a) Language Lab Assistant**
- **(b) Assistant to Study Abroad Office**

Job Descriptions:
- (a) Language Lab Assistant: Maintaining of computer lab and monitoring use thereof.
- (b) Assistant to Study Abroad Office: Maintaining study abroad programs and activities, assisting director with tasks.

---

64. Department: Writing Center

Job Titles:
- **(a) Writing Center Consultant**
- **(b) Clerical Assistant**

Job Descriptions:

(a) Writing Center Consultant: Assisting with developing writing and oral abilities, proofreading, monitoring of student progress, communication at all levels, maintenance and upkeep of various students writing and oral activities.

(b) Clerical Assistant: Clerical assistance, communication, data and statistics collection, and promotion of Writing Center, general office assistance.

Note: Pre-requisites required: Must be interviewed by supervisor