2018-2019

STUDENT EMPLOYMENT PROGRAM

STUDENT EMPLOYMENT OPPORTUNITIES

MERCYHURST UNIVERSITY
WORK STUDY
STUDENT AGREEMENT

REQUIREMENTS

• A student shall not begin employment until all necessary paperwork is complete and on file. These documents include Federal Employee's Withholding Allowance (W-4), I-9 Form: Employment Eligibility Verification. The student must provide original documents of verification of employment eligibility and properly date all forms. Acceptable documents may include: Passport OR Social Security Card, birth certificate AND state ID/Driver’s License or Mercyhurst University student ID.

• Any student who is not a United States Citizen must provide a Social Security Card at time of hire. Until that documentation is obtained, the student is NOT permitted to work.

• Your working hours will be scheduled at the beginning of each term, based on office need, your award and your class schedule.

• If you are unable to report, you must notify your supervisor before your shift begins. If failure to do so, the supervisor has the right to disciplinary actions, including termination of student from department.

• You must maintain at least part time enrollment and maintain satisfactory academic progress to remain eligible for employment. You will need to inform Student Financial Services when you fall below six credits.

• Duties will be assigned by your department supervisor and may vary throughout the academic year. You are encouraged to seek additional work once duties have been completed. Your assigned duties are your first responsibility.

• Observing confidentiality in business related matters is a crucial office policy. Do NOT discuss office affairs outside of the office. Everything is considered confidential. Discussing office matters or private information (student grades, financial matters, personnel records, etc.) with individuals outside the office could lead to termination. All students are required to sign the Confidentiality Form in the Student Hire Packet or with the Returning Student Worker form. Supervisors must be with witness. This form must be signed annually.

• Visiting with friends while on duty is not permitted. Unless a project is assigned (i.e. college fair, job fair, expo, etc.), all student assistants are expected to remain in their department’s work area.

• A professional attitude must be maintained at all times. Treat others with respect and courtesy, despite any difficult situations.

• When answering phones, Mercyhurst University, the department’s name and identify yourself in a courteous way. Department supervisor must assign answering phones.

• Personal calls should only be 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.

• Office computers are not to be used 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.

• All office staff is required to dress appropriately for the office environment at all times. Supervisors reserve the right to request any wardrobe change if not dressed appropriately.

• All hours must be recorded according to the Work Study biweekly payroll schedule. Failure to enter hours on a two-week basis, except through academic breaks, will result in the student not being paid for hours worked and award being recommended for cancellation.

RIGHTS

• Mercyhurst University is committed to providing equal employment and equal education 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; student employees must treat supervisors with respect and courtesy at all times.

• 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.

• When termination by the department supervisor is a necessary measure, the employer and the employee should meet to discuss the reasons or 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.

• Work Study students CANNOT work past the last day of the semester.
Admissions
Positions Available 18

Summary
Students work closely with the Office of Admissions preparing mailings, data entry, and filing to assist with recruitment efforts.

Essential Duties and Responsibilities
Data entry, filing, putting together large mailings on a weekly basis.

Qualifications and Experience
Detail oriented skills a plus

Computer Skills
Basic knowledge of the admissions CRM system will be provided

Physical Demands
Must be able to lift at least 10 pounds. Assist in the transportation of mail to and from various offices.

Work Environment
Be able to effectively work with the Office of Undergraduate Admissions

Work Schedule
Business hours are 8:30-4:30 weekdays. Individual schedules can be arranged around class schedules with the supervisor.

Anthropology/Archeology
Positions Available 25

Summary
Work Study Employees will perform a variety of duties related to the academic, research, and daily operations of the Department of Anthropology/Archaeology. Duties may be performed in a variety of locations and contexts on and off campus. Some duties are physically and mentally strenuous and may pose hazards or risks to the individual.

Essential Duties and Responsibilities
- Cleaning, labeling, cataloging, organizing, and curating archaeological materials (e.g. artifacts and associated materials).
- Preliminary artifact identification during the first year of work study, followed by detailed identification, description, and analysis of data during the subsequent three years.
- Assist with archaeological site documentation or maintenance activities.
- Organize artifact assemblages/collections and curation areas managed by the Department.
- Assist with care and general maintenance of equipment, instrumentation, and devices utilized in the laboratory and the field.
- Assist with general cleaning of laboratory spaces.
• Assist with general clerical needs of the Department (e.g. photocopying/scanning, campus errands, etc.)
• Assist with Departmental public outreach activities on and off campus (off campus locations may or may not be local).
• Assist with University and Departmental recruitment activities and events.
• Safety is always a priority in the laboratory, in the field, on and off campus. Work Study Employees are expected to follow the safety guidelines, polices and rules established by the University and the Department.
• May assist with curricular laboratory classes offered throughout the year.
• May assist with archaeological report writing and preparation.
• Maintain confidentiality of information per the University’s “Confidentiality of Information” Policy and policies implemented by the Department.
• Other duties as assigned or needed.

Qualifications and Experience

Work Study Employees must be majoring or minoring in Anthropology/Archaeology. Depending on availability, positions may be open to employees who are majoring in a related field (e.g. Geology, Biology, History/Public History, and Applied Forensic Sciences-concentration in Forensic Anthropology).

Although no prior experience is necessary, all freshmen employees are required to work in the Archaeological Processing Laboratory during their entire first academic year. Transfer students/Employees are required to work in the Archaeological Processing Laboratory for at least one term during their first academic year at Mercyhurst University. Exceptions may apply.

Employees who have successfully completed the requirements in the Archaeology Processing Laboratory may work in specialized laboratories during their subsequent employment in the Department. Employees are provided with a unique opportunity to tailor work-study during their second, third, and fourth years to complement their academic and future research or employment interests. Please note the availability and/or number of positions in each lab varies from year to year. Openings in some laboratories may be limited and the successful completion of curricular pre-requisites may be required to be eligible for some positions.

Specialized Departmental laboratories include:

• Ethnographic Research Laboratory
• Funerary Laboratory
• Historic Artifact Laboratory
• Lithic Artifact Analysis Laboratory
• Perishable Artifact Laboratory
• Preventive Conservation Laboratory

The Primary Supervisor, Departmental Faculty, and Staff will provide training relevant to the tasks to be completed.

On rare occasions, employees who meet University requirements may be asked to drive University fleet vehicles for Departmental related activities. These employees must have a valid driver’s license, acceptable driving record, and must complete required training certification.

Work Study Employees are expected to be hardworking, attentive to detail, organized, observant, ethical, and respectful of Peers, Staff, and Faculty. The Department maintains close collaborative relationships with Faculty, Staff, and Administrators at
Mercyhurst University Campuses (Main and North East) as well as non-Mercyhurst academic institutions, indigenous and descendent communities, non-profit groups, and government agencies. Work Study Employees are representatives of Mercyhurst University and the Department, and therefore, are expected to conduct themselves appropriately. Additionally, some of the materials housed within the Department are on temporary loan from outside institutions and individuals; therefore, employees are strongly encouraged to exercise great care and caution when working with, or handling, materials.

Computer Skills
Work Study Employees should have experience in all Microsoft Office programs and basic knowledge in Adobe Acrobat. Programs in the Adobe Creative Cloud may be used for various projects, though no prior experience with this suite of programs is required. Employees will be trained to use additional software as necessary.

Physical Demands
The Work Study Employment experience in the Department of Anthropology/Archaeology presents hazards and risks to the individual and other participants, therefore safety is extremely important. Proper training, preparation, and awareness can greatly reduce any risk that may be encountered in various settings.

Anthropological and Archaeological laboratory work, and field work in particular, is physically, and may be mentally, strenuous. Individuals may need to move and/or lift items that weigh up to 50 lbs in the laboratory and when on and off campus. Additionally, employees may be required to enter data into computer databases or view samples through microscopes for extended periods of time. These activities may cause eye fatigue. Many tasks will also require extensive use of fine motor skills, which may cause hand, wrist, and/or arm fatigue. See ‘Work Environment” for additional physical demands and considerations.

Work Environment
Anthropology and Archaeology are disciplines that require individuals to complete tasks on the Mercyhurst University Main Campus and at variety of locations off campus. Off-campus locations can include but are not limited to, University and/or Departmental storage facilities, archaeological project locations, and locations or areas managed or overseen by University or Departmental collaborators, partners, and/or affiliates.

Employees may occasionally assist with archaeological field projects. These projects include, but are not limited, to Phase I, II, and Phase III excavations which require the use of various types of electrically powered tools (drills, power saws, mowers, etc.) and hand powered tools (shovels, trowels, etc.). Additionally, it may be necessary for employees to sit, kneel, crouch, or stand for extended periods and/or conduct work in adverse conditions. Indoor and outdoor environmental conditions include, but are not limited to, high heat and humidity; extended sun exposure; exposure to poisonous plants, venomous fauna and insects; exposure to ticks and potential contraction of tick-borne, and/or other illnesses or ailments; among other hazards.

All Work Study Employees may have the opportunity to participate in archaeological field work, however, employees who have completed the Department’s Summer Archaeological Field Training course may be given preference for specific projects.

Work Schedule
• Begin and End Dates: Start and end dates follow the biweekly pay period schedule determined by the Human Resource Work Study Office.
• Days and Hours: Work Study hours will be scheduled Monday–Friday between 9:00 am and 4:00 pm, however, exceptions may apply depending on Departmental needs. Weekend days and hours may occasionally be necessary.
• Total Hours per Week: Work Study Employees are not to exceed 30 hours per week. Supervisors will work with Employees to determine an appropriate schedule that does not interfere with the Employee’s academic courses and responsibilities
Applied Forensic Science

Summary
The Applied Forensic Sciences Department provides the work-study student with basic experience in the forensic field as well as interaction with professors and administrative staff. Duties within the department are wide-ranging and all are necessary to the operation of the department.

Essential Duties and Responsibilities
- Scan, copy and collate documents for department
- Assist in maintaining forensic case equipment
- Assist faculty with course specific duties, e.g. course prep, lab prep, copying, setup
- Assist faculty and graduate students with research needs and requests
- Maintain department specimen collections
- Maintain supply inventories
- Clean department laboratories
- Assist faculty and administration with general office duties
- All other duties as deemed necessary

Qualifications and Experience
- The student must possess the ability to retain tasking details
- Work in groups or independently
- Write and communicate with proficiency

Computer Skills
Work with Microsoft suite of tools

Physical Demands
- Must be able to move objects up to 25 pounds
- Must have a good to excellent ability to read and write

Work Environment
The work environment is a professional setting that requires the work-study individual to be present during their assigned work hours and to be able to communicate and work with professors, graduate students and other undergraduate students on a daily basis.

Work Schedule,
- Begin on a Monday and end on a Friday from August 31, 2018 through May 15, 2019.
- Any individual work-study will work no more than 10 hours a week with an average of 6 hours per week. Some students may work more hours on a given day, but on average, they will sustain approximately 6 hours weekly during the academic year.
Summary — Art Department

- Student employees work on communications and promotions for both internal clients and prospective students. They also maintain the cleanliness of the lab and displays.

Summary — Art Studio

- Art Studio — includes art research, substrate preparation, producing art exemplars, matting,
- Art Clerical — art research, filing, copying, preparation of learning packets, art documentation
- Art Studio Maintenance and Display — maintain studio still life materials and plants, produce displays, and example art works

Summary — Art Therapy

- The art therapy work-study will assist the instructor in maintaining the cleanliness and organization of the art therapy room as well as preparing materials for coursework.

Summary — Ceramics

- Maintain the Ceramic/Sculpture studio.

Summary — Graphic Design

- Graphic Design General Lackey / Minister of Media Manipulation — Art Department

Essential Duties and Responsibilities

- Prepping classrooms, by organizing cabinets and shelves, including storage and inventory of all materials;
- Sweeping, mopping and cleaning table surfaces and sink area, as well as computer area; basic studio maintenance;
- Organizing and moving of equipment and furniture;
- Changing and preparing bulletin board displays;
- Assisting in art and art therapy related events on campus;
- Assisting in researching resources for art therapy students;
- Creation/Design of Postcards, including writing of Postcards for recruitment purposes;
- Writing of Thank You notes for faculty and Chair;
- Creation and posting of flyers for various events;
- Posting of Flyers for various events;
- Run errands on campus including, including mail collection and distribution;
- Hang artworks to create pleasing displays;
- Clay mixing, recycling and clay mixing room maintenance
- Glaze mixing, glaze storage, inventory and maintenance
- Kiln loading, firing, unloading, repair and kiln room maintenance
- Perform all essential duties in order to support the day-to-day functions of all art department programs and social media platforms;
- Other duties as assigned

Qualifications and Experience

- Basic knowledge of art materials;
- Social media management / Graphic Design / display creation / basic housekeeping;

Computer Skills

- To perform this job successfully, basic MS word skills are necessary.
• Preference is given to students with Adobe Creative Suite Skills.

• Adobe Photoshop / InDesign / basic web design / social media / video editing / Illustrator / Photography (and editing).

• Neat handwriting a plus

Physical Demands
• The work study must be able to complete small lifting;
• May need to pick up mail shipments that can require the use of a dolly;
• Computer operation, may require periods of sitting;
• Visually and physical arrangement of displays;
• Ability to clean and maintain lab.

Work Schedule
• Mid-August through Mid-May
• Will work with student schedule and award

Athletic Administration and Maintenance

Summary
• Assisting with game management and athletic department day to day activities.

Essential Duties and Responsibilities
• Assist in setting up for home athletic events. Game Ticket / merchandice sales. Assist with game management as ball person, stats, security, etc. Preform light clerical duties as needed for the athletic department.

Qualifications and Experience
• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. There are no special requirements needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment
• Work environment may include working indoors and outdoors so appropriate dress is suggested.

Work Schedule,
• Begin and End Dates – August through May
• Days and Hours - Varies
• Total Hours per Week - Varies

Art Gallery

Summary
Gallery Attendants greet visitors, perform record keeping, and secure the gallery during open hours and receptions. Gallery Attendants hang and handle art for exhibitions under supervision of the Gallery Director.

Essential Duties and Responsibilities
Open/close the gallery, greet guests, offer exhibit information, and record the number of visitors during shift and Opening Receptions. Accept/return artwork to artists between exhibits. Assist with hanging art, preparing for exhibits, and data entry.

Qualifications and Experience
Training is provided for all duties and skills; no prior experience required. Employees must be reliable and accountable, with good communication skills and attention to detail. Good craftsmanship, basic knowledge of art, tools and measuring is helpful but not necessary.  

Computer Skills  
Timely email communication with the Gallery Director is mandatory. Good typing skills with basic computer knowledge (such as Word or Excel) is required.  

Physical Demands  
During shifts, attendants may sit alone or stand in a crowd for 2-3 hours. Attendants may lift, carry, or push heavy objects, and should be comfortable using a ladder. Fine motor skills and good eyesight are required to safely use tools. Repetitive motions such as reaching/bending are typical. If physical limitations are present, tasks such as data entry can be substituted.  

Work Environment  
An aesthetically stimulating space within the Performing Arts Center, the Gallery provides quiet focus for study or pleasant conversation with guests. Students will regularly interact with working artists of all levels and become acquainted with the local art community.  

Work Schedule,  
• Begin and End Dates: End of August until Graduation  
• Days and Hours: worked around student schedules  
• Total Hours per Week – 5 to 6 hours per week  

Athletic Training  
Positions Available 18  

Summary  
• This work-study position consists of aiding the staff athletic trainers with routine office work.  

Essential Duties and Responsibilities  
• Medical Records Filing  
• General Office Maintenance  
• Inventory of Supplies  
• Light Cleaning  

Qualifications and Experience  
• All college level students who are capable of handling medical documents are able to be trained for this position. Studying Athletic Training as a major is preferred.  

Computer Skills  
• Basic Microsoft word is occasionally required. Preferred knowledge of ATS medical records software.  

Physical Demands  
• Physical demands are minimal. The main demands require fine motor skills involved with the filing of medical documents.  

Work Environment  
• The work environment is a clinical office.  

Work Schedule,  
• Begin and End Dates: While classes are in session.
Biology

Summary
Work study students for the Biology department assist the Laboratory Supervisor and department Faculty members on a variety of tasks, ranging from laboratory room maintenance and lab preparations to assistance with research and teaching labs.

Essential Duties and Responsibilities
Primary responsibilities include organization of laboratory supplies, cleaning of laboratory rooms and glassware, setting up laboratory exercises (making solutions, gathering supplies), photocopying/scanning, retrieving mail and packages and delivering paperwork to offices. Upperclassmen and qualified students may serve as teaching assistants, student supervisors and/or research assistants with department staff and faculty.

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Students with majors in Biology or Environmental Science preferred.

Computer Skills
Basic computer skills, such as familiarity with Word and Excel are helpful but not required.

Physical Demands
Students should be able to stand for at least 30 minutes and be able to lift no more than 20-30 pounds (this is mostly for picking up packages in the mailroom). Students should also be able to work 2 hour shifts, during which time there may be periods of standing or walking. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment
The work environment for the position is a laboratory setting. Students should expect to have to work with glassware, detergents, and chemicals. Personal protective equipment is provided. The Biology department does not have a dedicated room for work study students, so students spend their work shifts either in one of the Biology laboratories or at hallway stations. Students should be prepared to work in a laboratory setting and should dress appropriately. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule,
- Begin and End Dates: First day of classes until last day of classes.
- Days and Hours: Monday–Friday 10-5
- Total Hours per Week: 6

Bookstore

Positions Available 38
Summary
To provide ongoing customer service and assistance to fellow students, Mercyhurst employees and the general public and to support bookstore managers in all areas of store operation

Essential Duties and Responsibilities
- Greeting customers
- Assisting students with textbook needs
- Restocking and straightening/folding clothing, gifts and supplies
- Answering the phone and taking messages
- Operating POS and handling money transactions, upon training
- Maintaining confidentiality at all times
- Opening/closing of daily operations, upon training
- Completing bi-weekly time entry
- Maintaining the cleanliness of the bookstore: vacuuming, dusting, etc.

Computer Skills
- Basic computer skills

Physical Demands
- Carrying and handling textbooks
- Breaking down and building boxes
- Moving boxed overstock clothing, gifts and supplies
- Pushing/pulling clothing and supply racks/shelves/tables

Work Environment
- Professional at all times:
- The bookstore staff works closely and interdependently with all other departments on campus.

Work Schedule
- Begin and End Dates: 8/18 – 5/19
- Days and Hours: Mon - Thurs 7:30 am – 7 pm, Fri 7:30 am– 5 pm,
  Sat 10 am – 5 pm, Sun 2 pm – 7 pm
- Total hours per week: 5.25 hrs/week

Business Department (Walker College) Positions Available 4

Summary
- General office duties, support recruiting efforts (sending cards, attending campus events, etc.)

Essential Duties and Responsibilities
General office duties, support recruiting efforts (sending cards, attending campus events, etc.)

Qualifications and Experience
- To perform this job successfully, an individual must be able to:
- Keep student information private and confidential
- Show up at all scheduled times or else call-off ahead of time
- Show initiative when given tasks
• As long as you are computer-savvy there is no need for previous office experience

Computer Skills
Computer skills in Excel and Powerpoint preferred, ability to perform internet-based research

Physical Demands
N/A

Work Environment
It is a casual work environment in constant contact with the Dean and business department professors – so respectful, appropriate behavior and clothing is expected at all times.

Work Schedule
• Whenever the school is in session (August – May)
• Between 8:30a – 4:30p (and not during lunch)
• 6-8 hours per week
• Based on faculty need, it is also possible to do research outside of assigned computer times.

Campus Involvement

Positions Available 11

Summary
The Campus Involvement Center is a high energy, fast passed office. Our work-study students serve as the greeters and assistants to anyone who comes to the Student Union. Our hours are from 9am – 9pm, Monday through Friday. Students who work in the office assist in keeping the building clean and tidy along with general secretarial duties such as, answering phones, getting the mail, setting up for events, etc.

Essential Duties and Responsibilities
• Keep the Student Union tidy; this includes turning on and off all lights in the building at the start and end of each day.
• Set up and tear down events. This includes re-setting spaces after events.
• Approving, hanging up and taking down posters in all buildings
• Collecting mail from all offices and picking up mail from the mailroom
• Assisting with all Campus Involvement events on a daily basis. This includes assisting with major events, lunch and learns, etc.
• Serve as an office receptionist after hours.
• Assist all students with questions and concerns.
• Other duties as assigned.

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Able to work in a fast-paced, team environment
• Be energetic, creative and personable
• Applicants must be able to multitask, problem solve and act as a team player.
• Preference is given to those who are efficient, punctual and reliable.
• Must be willing to learn, perform any necessary tasks and carry out projects from beginning to end.

Computer Skills
To perform this job successfully, the following skills are needed:

- Basic knowledge of computers.
- Knowledge of software programs—Word and Excel.
- Experience with Excel and publisher programs preferred

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lift and carry 20 lbs;
- Walk long distances in building and between offices and classrooms using steps;
- Manual dexterity with keyboard;
- Hearing range for conversation and telephone;

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule:
- August 29 – May 3
- Monday through Friday
- 6 hours per week

Campus Ministry

Summary
Work with the University community with Campus Ministry programs and events to promote faith, spirituality and inclusion throughout campus.

Essential Duties and Responsibilities
- Host for the Campus Ministry Lounge—provide hospitality to people as they enter and hang out in the Campus Ministry Lounge by offering hot chocolate, tea, warm smile and a listening ear.
- Provide services to the various Campus Ministry programs to make flyers and/or hang them on campus in the designated areas
- Participate in Campus Ministry programs
- Assist with planning CM big activities: Dog Days, CM Cares (hot dog ministry), etc.
- Provide hospitality and a presence for those coming into the Campus Ministry Lounge, etc.
- Clean dishes in the sink
- Collect mail for Campus Ministry
- Constant Contact and oversee the weekly bulletin
- Assist with shopping or packing and unpacking for retreats
- Assist with the main floor copy machine
- Work study students are encouraged to be a connected to a fellowship group or a student organization within Campus Ministry programming
- All other duties as assigned by the Campus Ministry Staff

Positions Available 7
Qualifications and Experience
Preferable to have students in their sophomore year or higher and involved in at least one campus ministry program
Must be an initiator and responsible individual

Computer Skills
Must possess computer skills associated with the school system of Microsoft Office products.

Physical Demands
In order to have our programs, we need someone who can help set-up tables and chairs in The Great Room. He/she will also need to be able to wash dishes in the sink used by people in our programs or those hanging out in the lounge. In order to shop and prepare for our retreats, we need employees who can lift bought items such as food, speaker system, etc. to help pack the vans and mini-van.

Work Environment
Must possess an open mind and be comfortable with people having faith/religious/spiritual discussions. We have many students who tend to hang out in the lounge to study, build community or seek friendship. It is important for this employee to be okay with people who may differ from themselves (socioeconomically, race, ethnicity, sexuality, etc.). Our office is also a safe space for LGBTQAI students. It is imperative this person is open and affirming to those who may be different from themselves.

Work Schedule,
• Work study usually begins the first or second week of school, depending on if they are a returning student or need to be trained.
• Students work 5 hours per week during the standard Mercyhurst work day for employees.

Biochemistry/Chemistry Positions Available 10

Summary
The goal of the Undergraduate Teaching Assistant program is to provide additional support for students during labs. Specifically, the intent is that the UTA will be able to answer technical questions from students (thus allowing the Instructor to spend more time discussing detailed conceptual questions), and to provide a more ‘peer-like’ perspective on lab concepts. Although the UTA may advise students on lab material, and should encourage students to follow safety practices, the UTA cannot assume responsibility for either grading or safety issues. The UTA position is specifically intended to supplement the instructor’s presence in lab, not to replace it.

Essential Duties and Responsibilities
• Answer questions from students about lab procedures and concepts.
• Help students understand concepts and techniques discussed in lab.
• Aid students in setting up and taking down experiments (as directed by Instructor).
• Prepare lab materials (as directed by Instructor) during lab.
• Operate lab instruments (eg. NMR, etc) as directed by Instructor.
• Fill in time sheets that accurately reflect the number of hours worked.
• Other duties as assigned.

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Applicant must have passed both the lab course and the corresponding lecture course that they are going to TA with a B or better. For Chemical Principles, grades in General Chemistry I or II lecture and lab may be used in place of the Chemical Principles lecture and lab grades.

Computer Skills
Student Teaching Assistant need to be able to check blackboard for updated materials for the course they are assisting, and need to be able to open and read pdf and word documents.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Student Teaching Assistants may need to stand for extended periods (2-3 hours), and to lift object weighing 10 lbs or less.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Student Teaching Assistants will primarily be working in the General Chemistry and Organic Chemistry laboratories, which contain hazardous chemicals (all students and student TAs are trained in laboratory safety procedures).

Work Schedule,
• Teaching assistant positions start during the first week of the term and end during the week before finals.
• The days and hours vary depending on the lab that the TA is assisting with
• TA positions are budgeted for 3 hours per week, for between 12 and 15 weeks in a term.

Community Service       Positions Available 17
Summary:
Community Service Work-Study students are paired with an available and desired position working in one of a variety of local Erie community service positions within schools, nonprofit organizations, or as an office assistant (on-campus) through the department. Given a wide variety of community service opportunities and locations, the program supervisor works with each student to determine a best fit and to navigate the placement arrangements and the eventual ongoing co-supervision between the placement’s supervisor and program (campus) supervisor. There is a priority for mathematics and literacy tutoring and mentoring children/youth with many opportunities during weekday afternoons; however, a variety of options and placements exists. Transportation to and from campus can be made available Monday through Friday and limited on Saturday mornings for those who may need it in order to commit to working in the community on a weekly basis.
Essential Duties and Responsibilities May Include:
• Creating and maintaining safe learning environments for children or youth
• Tutoring and/or mentoring children/youth
• Appreciating and valuing individuals from diverse cultures and backgrounds
• Preparing or leading activities when assigned by the program staff
• Administrative tasks such as working with databases, filing, answering phones, copying, etc.

Qualifications and Experience
• Prior experience volunteering (i.e. for a school, nonprofit organization, or civic group)
• Some familiarity with the program’s population (i.e. children/youth, older adults, refugees, veterans, homeless individuals, etc.)
• Exhibits responsible & professional behavior
• Good communication and follow through
• Willingness to learn, including programs, activities and/or new technologies
• Ability to adapt to new, unfamiliar, and/or uncomfortable environments
• Must obtain background check clearances in a timely manner if required (department will support student in this process)

Physical Demands and Work Environment
Because the department supervisor works with the student and community partner during the placement process, reasonable accommodations will be made through open communication in order to enable individuals with disabilities to perform the essential functions. Typical physical demands for example might include: recreational activities with youth or older adults, standing for periods of time (up to 2-3 hours), or sitting for periods of time and helping with homework. Examples of work environments might include office spaces, gymnasiums, classrooms, or community rooms.

Work Schedule:
• Beginning in late August and ending in May, the position and placement process is ongoing and remains contingent on mutual fit and semester class schedules and is monitored by the program supervisor
• Days and Hours: flexible according to each placement; several different schedule examples are shown below and are not necessarily limited to those timeframes:
  o 2:30 p.m. to 5:30 p.m. two weekdays per week — (afterschool-based program)
  o 11 a.m. to 1 p.m. — in office on campus (limited to two positions and 2-3 weekdays)
  o 9:30 a.m. to 1 p.m. — Fridays and/or Saturdays (hunger related)
  o 5:30 p.m. to 8:00 p.m. — two weekdays per week (recreation related)
  o Other hours as mutually determined by student and program placement
• Total Hours per Week: 5-6 hours per week on average

Criminal Justice Positions Available 10

Summary
Work Study students will complete tasks for the administrative assistant and faculty of the Criminology & Criminal Justice department.

Essential Duties and Responsibilities
• Checking with CJ faculty upon arrival of their shift for tasks
• Copying/scanning documents
• Computer work, such as creating documents and updating data using Word and Excel
• Errands on campus, such as tasks at the library, docucenter and mailroom
• Library searches
• Updating CJ bulletin boards and managing prospective student folder information

Qualifications and Experience
• Required: Need to have experience with Microsoft Office products, specifically Word and Excel
• Required: Basic navigation of the library's website for articles, books, periodicals, etc.
• Required: Willingness to perform general office duties and exhibit good communication skills
• Preferred: SPSS data entry, literature reviews

Computer Skills
General computer knowledge and experience with Microsoft Office

Physical Demands

Work Environment

Work Schedule,
• Begin and End Dates: On or about August 27, 2018-May 3, 2019
• Days and Hours: Shifts available Mon-Fri between the hours of 8am-4:30pm
• Total Hours per Week: Approximately 6 hrs. per week, but this can vary

Dance Summary
Multiple positions/duties available within the dance work study. Positions can and will include one or more of the following roles as assigned by supervisors: office assistant (clerical/secretarial), wardrobe/costume maintenance, studio maintenance, technical/theatre

Essential Duties and Responsibilities
As assigned at the beginning of the year by supervisors:
• Office Assistant: assisting the department chair, administrative assistant, and faculty with clerical work, answering the phone, filing, errand running, preparing show materials, data tracking, and social media
• Wardrobe/Costume Maintenance: assisting the department chair, choreographers, administrative assistant and wardrobe mistress with the maintenance of the costume loft including inventory and organization, helping with the maintenance of costumes (some light sewing possible), creation of headpieces/props, possible laundering of costumes, and ordering/research of costume pieces
• Studio Maintenance: requires evening/weekend hours; dust and vacuum lobby areas/dressing rooms, disinfecting of touchable surfaces including ballet barres, monitor space equipment such as microwave, fridge, etc, mopping of studio floors, cleaning studio mirrors, tracking cleaning supplies, and keeping orderly storage area.
• Technical/Theatre: working with dance department technical director and lighting designer on all aspects of technical theater including creation and installation of sets, hanging and focusing lights, laying dance floor, light board operations, sound operations, prop research and allocation. Individuals will be responsible for all live shows presented in the Mary D'Angelo PAC.

Qualifications and Experience
Students must maintain a positive attitude, punctuality, willingness to work in a group, self-motivation, dependability when under little supervision and have an attention to detail. Openness and ability to interface with prospective students and phone
communication skills are important as well. Specific job assignments requiring sewing skills or technical theater skills will be assigned accordingly.

Computer Skills
Knowledge of Microsoft Word, Excel, Powerpoint, and printer capabilities.

Physical Demands
Office positions require light lifting/carrying. Theatre positions require the student to be on their feet for extended periods of time, ability to work in low lighting, and require moderate lifting and carrying. Studio Maintenance requires the lifting and carrying of moderately heavy mop buckets.

Work Environment
At times, students will be asked to function with little supervision and must be able to follow through with multiple directions at one time. Awareness of campus activities and buildings are necessary. Students should be prepared to learn about the “business” of dance and maintain a sense of humor; prepared for last minute assignments during their shift and maintaining a sense of calm under pressure.

Work Schedule,
• Follows the Mercyhurst University academic calendar
• Monday-Saturday
• 5-6 hours per week

Education Positions Available 3
Summary
Summary of department and job description for student employees.
• must be able to multi-task
• handle confidential information
• knowledge of word and excel
• assist with general office duties as needed

Essential Duties and Responsibilities
Description of all duties for department student workers. Include other duties as assigned.
• mail and DocuCenter runs - deliver and pick up
• keep the departments storage cabinets clean, organized along with the department’s lobby area
• replenish supplies such as copy paper, request forms, department handouts, etc.
• assist in the needs of the faculty members, staff and the current Graduate Employee
• must be able to perform a wide variety of other clerical duties as needed

Qualifications and Experience
• must be attentive and show initiative in meeting/greeting and communicating effectively with ALL individuals who enter the lobby area of the department
• able to operate a copier, fax and scan documents
• show pride in being an education student at Mercyhurst

Computer Skills
Knowledge of Microsoft programs

Physical Demands
Must be able to lift 35lbs

Work Environment
Work Study Students must be attentive to the needs of the department, students, faculty members and visitors

Work Schedule,
- Begin and End Dates – Mid August through Graduation
- Days and Hours – based on the needs of the department
- Total Hours per Week – 5 to 6 hours per week

English
Summary
English department work-studies assist the department chair and faculty members in administrative or job-related research task.

Essential Duties and Responsibilities
English department student workers report primarily to the chairperson, and assist him or her in assigned tasks. These may include: filing, collating, hanging posters, creating documents in Word or Excel, assisting in preparation for recruitment events, updating social media, walking documents to the Dean’s office, or conducting internet research on other programs. Student workers also assist other faculty as requested in similar but various tasks.

Qualifications and Experience
Word processing and solid writing, editing, and proofreading skills.

Computer Skills
Outlook email proficiency, Microsoft Word, basic knowledge of Excel. Graphic design skills highly valued, but not necessary.

Physical Demands
Some walking to other buildings

Work Environment
Student worker should be pleasant, flexible, willing to ask questions when necessary.

Work Schedule,
- Begin and End Dates; regular academic year
- Days and Hours Between 8 AM-5 PM, we work around student course schedule
- Total Hours per Week Varies

Fashion Merchandising
Summary
This position is open to all non-fashion merchandising major/minor students.

Essential Duties and Responsibilities
The student will be responsible for photocopying, delivering and picking up mail from mailroom, running errands on campus, assisting with room set-ups for department events, light typing, filing, word processing, and other duties as assigned.

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements
listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Punctual
- Organized
- Reliable
- Motivated
- Trustworthy
- Detail-oriented

Computer Skills
Microsoft Word and Excel (Basic)

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule,
- August 22, 2018 – May 5, 2019
- Weekdays only between 10:00 am and 2:00 pm
- 4-6 Hours per Week

Fitness Center       Positions Available 38

Summary
Assist with the day to day operations of the Fitness Center, with a focus on the Aerobic, Hammer Strength and Free Weight areas.

Essential Duties & Responsibilities
- To supervise the Aerobic, Hammer Strength and Free Weight areas.
- To ensure that each person that lifts weights in this area abides by our weight room safety rules.
- To ensure that each person that uses the machines in this area abides by safety and cleaning procedure rules.
- To spot lifter that need helps.
- To be present if a student lifter has a problem while lifting.
- To make sure that each student puts his/her weights away, in the proper place, when each exercise is complete.
- To clear any bars, and rearrange any weight racks that are not in order before they leave their shift.
- To make sure that the Aerobic, Hammer Strength and Free Weight areas has cleaning fluid, and clean towels.
- To make sure all lifter wipe down their Benches after the use them.
Qualifications And Experience

- Previous Fitness Center experience a plus.

Computer Skills

- Basic computer skills in order to check persons in and out of facility.

Physical Demands

- May need to spot a lifter, if needed.
- Ability to lift weights to clean areas, if needed.

Work Environment

- May be noisy at times.

Work Schedule

- Begin and End Dates – Mid August through Mid-May;
- Days and Hours – Sunday through Saturday; will vary on Campus schedule
- Total Hours per Week – 5 to 6 hours per week

Fleet Summary

Positions Available 3

Assist with University vehicle rental

Essential Duties and Responsibilities

Assist the Fleet Manager with the following responsibilities:

- Help coordinate the deliver of keys, clip board and paperwork to those requesting a vehicle
- Maintain the cleanliness of the vehicle
- Report any issues to the Fleet manager
- Coordinate key pick up and drop off with Police and Safety when necessary
- Help maintain accurate records of those who are cleared to drive University owned vehicles
- Drive vehicles to refill gas tank if needed
- Drive vehicle through a car wash if needed
- Keep Fleet Manager informed of current mileage on all vehicle
- Make sure all paperwork inside the vehicle is current ie registrations, insurance cards

Qualifications and Experience

Must be able to drive University owned vehicle — must pass training and have a valid driver’s license or International driving permit.

Computer Skills

Must be able to use Microsoft Office, Excel

Be trained on using Event Management System (EMS)

Physical Demands

- Must be able to drive
- Lifting of objects

Work Environment
50% of the job will be performed at a desk and computer
50% of the job will need to be walking to the vehicles to handle tasks

Work Schedule,
Begin and End Dates
• Days and Hours
• Flexible
• Total Hours per Week – 6 to 8 hours

Geology        Positions Available 2

Summary
This position will be in the geology department at Mercyhurst University. It will involve performing ‘behind the scenes’ work to help keep the department running smoothly. It will involve working with department collections (i.e., rock, mineral, and fossil collections), working on department bulletin boards, and maintaining lab and classroom settings.

Essential Duties and Responsibilities
Duties of this work study position include 1) cleaning, moving, organizing, and assembling the department’s displays of rocks, minerals, fossils, and other materials; 2) organizing, cleaning, and re-stocking lab spaces including setting-up and taking down/putting away materials for various lab courses; and 3) other duties for the geology department as assigned (e.g., photocopying, scanning, and/or installing/updating programs in the department computer lab).

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Skills
Ability to use Microsoft Office products (e.g., Microsoft Word) would be helpful. A willingness to learn additional computing programs such as Adobe Photoshop and Illustrator would also be helpful.

Physical Demands
Some functions of this job will include moving rock and mineral samples. The ability to lift objects that may be up to 10 pounds in weight is therefore essential.

Work Environment
The work environment will be predominantly indoors (typically working in classrooms, the department computer lab, and department hallways). Some work may involve being outdoors for short periods of time (up to 1-2 hours at a time). Students will be working independently at times, but will also working closely with their primary or secondary supervisor.

Work Schedule,
• Begin August 23\textsuperscript{rd}, 2018; End May 3\textsuperscript{rd}, 2019.
• The exact days and hours worked will be dependent upon a student’s academic schedule.
Haeffenmaier College

Summary
The work-study students will develop and use their talents and skills as reliable, personable assistants in a variety of functions. They will also develop their work skills for their future employment.

Essential Duties and Responsibilities
a) Administrative and clerical coordination for typing, mail, record-keeping, databases and online research.
b) Communications skill to greet all faculty, students and other visitors to the busy Dean’s office.
c) Document copying, scanning, filing, in print and electronically
d) Create reports using Excel, including Hafenmaier College activities of 65 faculty and 16 staff, during the year.
e) Other duties as assigned, such as inventories for office supplies.

Qualifications and Experience
Pleasant and attentive in customer service skills.
Conscientious; no prior experience needed.

Computer Skills
Use of Microsoft Office, including Word, Excel, Powerpoint, Outlook

Physical Demands
Able to lift 5 pounds.

Work Environment
Office environment.

Work Schedule,
• Academic semesters
• Monday through Friday, 9 a.m. to 5 p.m.
• 5 – 6 Hours per Week to accommodate work-study financial aid

Health Center

Summary
Work study in the Cohen Student Health Center

Essential Duties and Responsibilities
Work Study position includes answering the phone in a professional manner, setting up appointments, retrieving the mail from Mailroom, stocking cupboards with needed nursing supplies, disinfecting chairs, countertops, doorknobs, handles, bathroom fixture knobs, etc. to keep a clean environment, making copies as needed, disposing of hazardous waste in red bags and carrying to basement, pulling daily charts, filing charts, helping with campus events (Health Fair etc.), helping walk and working with support dog at Center, anything deemed necessary by nurses or by supervisors.
Qualifications and Experience
Work Study must be able to answer the phone in a professional manner, file alphabetically, and understand the meaning of confidentiality in a Health Care setting.

Computer Skills
To perform this job successfully, the work study at times need to use Word or Excel.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform this job are:
Carrying several charts up and down stairs at times for filing, carry some boxes from the Mailroom.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:
The work study will be in an environment with ill people in the waiting room. They must know the job is very confidential in nature.

Work Schedule,
- Health Center hours are 8:30-4:30 with students being seen 9-4
- Monday - Friday
- They work whatever hours they can fit in while we are open, coordinating with their class schedule
- Assisting over lunch hours is very helpful when a student’s schedule permits

History Department
Positions Available 4
Work Study students will complete tasks for the administrative assistant and faculty in the History Department, as well assist with other Departments on first floor Preston (Social Work, Sociology and Political Science departments). Checking in with supervisor at the beginning of the shift for tasks.

Essential Duties and Responsibilities

Students will help with various History Department projects as needed- such as student recruitment, outreach, monitoring Department’s social media and occasional faculty based research as needed.

Computer work, such as creating documents and updating data using Word and Excel

Copying/scanning documents

Errands on campus, such as tasks at the library, Docucenter, mailroom, updating bulletin boards, etc.

Qualifications and Experience

Required: Willingness to perform general office duties and exhibit good communication skills
Preferred: General computer knowledge and experience with Microsoft Office (Word and Excel)

Preferred: General knowledge of social media (Instagram, Facebook, and Twitter)

Preferred: History majors/minors

Computer Skills

Basic proficiency in word processing, MS Office, and social media

Physical Demands

None

Work Environment

Work Schedule,
  •  TBD

Honors Program  Positions Available 5

Summary
The position staffs the Honors Department office. Office staff are responsible for several tasks and are given various other projects throughout the semester.

Essential Duties and Responsibilities
Provide basic office support work including answering the phone, monitoring the department’s email, and filing paperwork. Each office worker is given a specific office task that supports the honors program and students. Training for each specific task is provided.

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Student must be reliable and accountable for schedule work hours. Must have strong attention to detail, maintain professionalism at all times, be able to manage multiple tasks and remain organized, and be reliable and self-motivated.

Computer Skills
Must be able to use Microsoft Word, Outlook, and Excel. Experience with Adobe is also preferred.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule
- September 5, 2018 through May 3, 2019
- Flexible hours are scheduled Monday through Friday; typically between 9 am and 5 pm—some evening hours are possible if necessary
- Scheduled for 5-7 hours a week depending on award

Hospitality Restaurant Management (HRIM) Positions Available 8

Summary
A work study in the hospitality department will primarily work within the student run café, Café Diem. They will be responsible for customer service, proper food handling procedure while cooking the food orders, as well as general cleaning needed. In addition, they may be responsible for counting the cash drawer prior and post each shift work.

Essential Duties and Responsibilities
Essential duties will include but are not limited to: (a) training session; (b) counting the cash drawer; (c) providing customer service; (d) preparing ready to eat food; (e) preparing and cooking food items; (f) cleaning café diem

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Skills
Must be able to learn basic functions on an Ipad. These will include keeping inventory of items sold as clocking in and out from shifts. In addition, they will be taught the POS system used in Café Diem and are expected to be able to use it to a degree that allows effective and efficient service. They will be required to learn how to operate the register in order to take dining dollars and credit cards. These tasks will be taught during the training sessions.

Physical Demands
Employees must be able to physically prepare food. This will require cutting, assembling, and cooking food items. In addition, they must be able to physically operate the POS system. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment
The work environment will be primarily be standing. While there may be some down time where students are permitted to sit, if there are orders or cleaning needing done, standing will be required. In addition, students are required to wear sanitary gloves while preparing all food items as well as a hat always. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Work Schedule,
• Start date:
  • Roughly one week after the start of the school year
• End Date:
  • The end of finals week
• Days and Hours
  • Days
    o Scheduling will vary
    o The schedule will be on a sign-up basis to allow students to work around their class schedules
  • Cafe Diem Hours
    o Monday – Thursday
      ▪ 9am – 10pm
    o Friday
      ▪ 9am – 2pm
    o Saturday and Sunday
      ▪ Closed
• Total Hours per Week
  Students will work approximately 10 hours per week.

Human Performance Lab  Positions Available 18
Summary
Summary of department and job description for student employees.

These positions are for the Sportsmedicine Department working in the Price Human Performance Lab

Essential Duties and Responsibilities
Description of all duties for department student workers
Include other duties as assigned.

Work study students are assigned to keep the lab open for students to conduct research or complete lab assignments. Duties to include:
• Light vacuuming of lab floor
• Emptying of garbage container within the lab
• Manning the lab desk with the lab door open

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

There are no specific job skills required for this position other than being responsible
Computer Skills
To perform this job successfully, what skills are needed

None required

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light physical work as described above

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Described above

Work Schedule,
• Begin and End Dates  Week one of the term – Week 16 of the term
• Days and Hours  To be determined by Fitness Center Operational Hours
• Total Hours per Week 5-6

Human Resources        Positions Available 3

Summary
The Work Study Students will be responsible for assisting staff in day-to-day operations of the Office.

Essential Duties and Responsibilities
Attention to details, especially for alphabetizing of employee records;
Filing for all employee files, including students, staff and administrators;
Assisting staff with special events;
Assemble informational packets, including orientation, special mailings, etc.;
Special deliveries and errands around campus;
Work on long term projects, as assigned by staff;
Limited computer work;
Assist with phone inquiries and visitor questions;

Qualifications and Experience
To perform this job successfully, the student worker must be professional in greeting all who visit the Human Resources Office. In addition, students must be skilled in Microsoft Office applications, the ability to keep all information confidential, be able to work independently and have excellent communication skills.
To perform this job successfully, students need to be familiar with Microsoft Office applications, such as Outlook, Word, Excel and Publisher, and Adobe.

Physical Demands
Assisting with moving of files and boxes, when needed.

Work Environment
The Work Environment is normally quiet and relaxed. There will be specific periods of time that will need more work hours and attention than others will. Students may be asked to work extra hours.

Work Schedule,
• August through May
• Monday through Friday, 9 am to 4 pm
• 5 to 6 hours per week, but may vary
• Flexible according to class schedule or other commitments

Intelligence Studies Position Available 12

Summary
The Intelligence Studies program pursues both global research to inform the classroom, as well as University activities that the students provide support work to assist with the accomplishment of the daily scopes of work. The work study students support the faculty and staff with both operational and academic topics that require dedicated time to complete the assigned tasks.

Work Study students both inventory needed supplies, generate weekly classroom reports, research topics of interest to the faculty and administration, as well as other duties that are daily, more repetitive and best accomplished with a student skill set.

Essential Duties and Responsibilities
Maintain the supplies for the Intelligence program
Populate files with student documented activities
Purge expired files and maintain current student files with key documentation
Coordinate the work study reporting
Participate in literature review for topical issues prioritized by faculty
Complete administrative tasks delegated by the Intelligence Studies leadership
Support sponsored research tasks
All other duties as deemed necessary

Qualifications and Experience
The student must possess the ability to retain tasking details
Work in groups or independently
Write and communicate with proficiency
Structured analytical techniques a plus
Literature review abilities key

Computer Skills
Work with Microsoft suite of tools
Intelligence structure analytic tool a plus

Physical Demands
Must be able to move objects up to 25 pounds
Must have a good to excellent ability to read and write

Work Environment
The work environment is a professional setting that requires the work study individual to be able to communicate with professors, students, and the external environment of professionals that engage the University on a daily basis.

Work Schedule,
• Begin on a Monday and end on a Friday from August 31, 2018 through May 15, 2018.
• Any individual work study will work no more than 10 hours a week with an average of 5 hours per week. Some students may work more hours on a given day, but on average they will sustain approximately 5 hours weekly during the academic year.

Interior Design       Positions Available 3

Summary
Summary of department and job description for student employees.

Essential Duties and Responsibilities
Duties include:
(a) Maintaining resource library of product catalogs and materials labs
(b) Updating and maintaining design project records
(c) Installing and taking down student work displays
(d) Organizing design classrooms and studios
(e) Helping with setup and staffing tables at department events
(f) Running on-campus errands as needed (infrequent)
(c) General clerical work such as printing, copying, retrieving mail, word processing, etc.
(d) Design students may also be asked to use design software.
(d) Other duties as assigned

Qualifications and Experience
IAD work study positions are most successfully filled by students in the Interior Architecture and Design Program, however this is not an absolute must.

Computer Skills
Microsoft Office

Physical Demands
Light office work, light cleaning of studio spaces (wiping down drafting tables)

Work Environment
Typical office and/or classroom spaces.
Work Schedule,

- Begin and End Dates: August 15th to May 15th
- Days and Hours: All days open based on student class hours
- Total Hours per Week: 6-8 hours

International Admissions
Positions Available 3

Summary
Students will assist the department in clerical duties as needed.

Essential Duties and Responsibilities
Students will assist the department in clerical duties as needed—filing, organizing, typing correspondences etc.

Qualifications and Experience
No previous experience necessary. International/intercultural background a plus.

Computer Skills
Typing, beginner excel

Physical Demands
No physical demands

Work Environment
Work will take place in the office of Angela Phillips, Egan 205

Library
Positions Available 40

Summary
Under supervision, library aides will work in many different areas of the library performing various tasks. The goal of working in the library is twofold; 1.) To have work completed and 2.) To mentor students in gaining skills and best practices that will benefit them in becoming employed after graduation.

Essential Duties and Responsibilities
The primary duty is to support the Circulation Desk/Public services area where standard library operations take place such as checking in and out items, renewing items, greeting patrons, assisting patrons with finding materials, along with conducting hourly rounds, clerical duties, and shelf management including shelving, shifting collections, etc.

In the Business Office, study aides focus on clerical duties.

In the Cataloging Office, work-studies assist with processing, shelving maintenance, repairs, etc.
Work in the University Archives involves processing, inventory, and digitization of archival collections.

Students assisting in Interlibrary Loan (ILL) will be finding, copying, packaging, shipping, and receiving filled and sent requests.

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On occasion we have students who have worked in some fashion at their high school or public library. However, this is not a requirement and we do complete a rather extensive training and mentoring process, so most students will do fine without prior experience.

Computer Skills
Basic computer proficiency

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lifting of boxes, books, etc. up to 25 pounds
- Reaching of hands and arms
- Bending and crouching

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a library environment with close proximity to other workers. Noise level is usually quiet to moderate.

Work Schedule,
- Begin Date: August 20, 2018
- End Date: May 10, 2019
- Days and Hours:
  - Monday 7:30AM to 10:00PM
  - Tuesday 7:30AM to 10:00PM
  - Wednesday 7:30AM to 10:00PM
  - Thursday 7:30AM to 10:00PM
  - Friday 7:30AM to 9:00PM
  - Saturday 9:00AM to 6:00PM
  - Sunday 12:00PM to 10:00PM
Total Hours per Week: Out of the 90 hours that the Library is open, work studies may work a total of 6 hours per week.

**Maintenance**

**Summary**
Work with custodial, painter, or grounds crew. Duties vary within each department.

**Essential Duties and Responsibilities**

Pull trash, vacuum, paint, clean areas, shovel snow, do lawn care etc. Supervisor of each department will explain duties and responsibilities. Complete assigned work as instructed by supervisor. Report to work in proper attire. Perform duties as assigned. Be able to work without direct supervision. Work in a safe and skillful manner.

**Qualifications and Experience**
Will train.

**Computer Skills**
N/A

**Physical Demands**
See above Duties and Responsibilities.

**Work Environment**
See above Duties and Responsibilities

**Work Schedule,**
- **Begin and End Dates**
- **Days and Hours—Monday thru Friday** Several shifts available.
  - 5am -1:30p, 6:30a – 3p, evening shift 10:30p-7a. Very flexible as to what time you can work, but you have to at least work a two hour shift
- **Total Hours per Week . (Depends on work study award)**

**Math/Computer Lab**

**Summary**
Summary of department and job description for student employees.

Be responsible about working hours assigned or notifying supervisor when not able to work (or provide a substitute from among other workers—phone numbers and email of workers will be provided.) Need to be able to work unsupervised.

**Essential Duties and Responsibilities**

Attend to printer problems and supplies (i.e., paper drawer needs to be checked and filled if necessary, if toner is low that needs to be brought to the attention of the supervisor so it can be replaced.)

Check labs after dismissal of class to determine if anything is left behind (i.e., power supply, flash drive, items of clothing—jacket, hat, gloves) Straighten chairs to keep pathways clear (especially in hallway as they may block the fire exits).

Install software as instructed by supervisor.
Report any computer problems that can’t be resolved to supervisor.

Answer student questions about basic computer/printer needs if asked.

Be aware of what is going on in the labs as a means of security for the labs (e.g., students should never be at the servers for any reason and equipment in the labs is for lab use only not community property.)

At the end of the day (closing of labs) be sure that there are no students left in the labs and the projectors are turned off, lights out and doors locked.

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Skills
To perform this job successfully, what skills are needed

Only basic computer skills are needed. Any additional knowledge about computer operations will be given by supervisor as needed.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands are minimal.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule,
• Begin and End Dates: Begin first day of classes each term and continue through exam week each term.
• Days and Hours; To be determined by each individual and the supervisor.
• Total Hours per Week: Approximately 6 hours per week required.

Music
Summary
Job Titles:
(a) Facility Appearance
(b) Productions
(c) Civic Orchestra Assistant
(d) Costume/Prop Shop
(e) Choir Assistant
(f) Office and Music Admissions Assistant
(g) Music Library
(h) Music Tech Labs
(i) Social Media (Team Alumni and Concerts/Events)

Job Descriptions:
(a) Assistance with facility maintenance. Frequent check-ups and inventory of classroom audio equipment. Report problems and assist in fixing any issues. Make sure equipment is clean and dust free.
(b) Staffing of personnel for performances in Walker Recital Hall and the PAC (stage crew, ushers). Staff productions for recording of recitals, forums, etc. in Walker Recital Hall and the PAC. There is also a library of production recordings that needs edited and archived.
(c) Assist Civic Orchestra Director with logging incoming and past music in the Orchestra Library. Assist CO Director at rehearsals with set up, retrieving music copies, and all other needs during a rehearsal.
(d) Assist Opera Director with costume needs for opera productions. Maintaining and organizing these areas are ongoing with peak times during opera production.
(e) Assist Choir Director in organizing choir music and dispersing for rehearsals. Student will act as an assistant for the Director when needed. This person is usually also involved in another assignment within the Music work study as well.
(f) Students will be assisting the Secretary/Music Admissions Coordinator by fulfilling duties such as copying, filing, mailings, scheduling, inventory, public relations, and ongoing various projects, and daily errands. Assist in admission mailings, audition coordination, database management, and special contacts.
(g) Assist with maintaining the vast amounts of music within several of our in-house libraries. Choir Assistant will work with choral library, Civic Orchestra Assistant will work with orchestral library, while others will be assigned to Wind and Jazz libraries. There are thousands of titles that need cataloged, pulled, researched and archived.
(h) Assist in staffing the technology lab in the evenings so it is open for the music students to use the equipment, work on class assignments and listen to archived performances. These students will be responsible for maintaining the equipment and providing security. There is some flexibility, but once hours are set they must be kept for the term.
(i) Assist Department Chair on advertising department events, concerts, and daily happenings via a Facebook and Instagram platform. Likewise, assist Music Admissions Coordinator in compiling a book of alumni (Team Alumni) from the Music program, and facilitating a social media platform for alum via Facebook and Instagram, in aims of keeping in contact with alum and in turn benefitting recruitment for future students. Students will be responsible in part with contacting alum and filing any given bios and photos to put in the Team Alumni binder.

Essential Duties and Responsibilities
***Please see above in the detailed descriptions.***

Qualifications and Experience
(a) No special qualifications and no prior experience required.
(b) No prior experience is required. If one has prior sound/video recording knowledge, it will be helpful in this job, however job tasks can be learned through training. Employees must be reliable and responsible, as the success of production events in large part can rely on the production team. Employees must be willing to work scheduled evenings and most weekends
during which events occur.

(c) Prior knowledge of orchestral music is desired, but not required. Students must be available to work Thursdays 5:00 pm to 8:30 pm for Civic Orchestra rehearsals.

(d) No special qualifications and no prior experience required.

(e) No prior experience is required. Student must be available MWF 1:00 PM to 2:20 PM for choir rehearsal.

(f) No special qualifications and no prior experience required.

(g) It is preferable to have knowledge in orchestral and instrumental music, so that will allow for easier organizing and filing. These pieces contain dense orchestration that would best be understood by someone with a musical background.

(h) No prior experience required. Students must be trustworthy and responsible, as entrusting access to the technology lab is very valuable.

(i) No prior experience required. Students must be comfortable with reaching out to Music alumni.

Computer Skills

(a) No computer skills necessary.

(b) Basic computer skills necessary to run soundboard. New students will be trained on this by returning students.

(c) Basic computer skills necessary to log orchestral works in an online spreadsheet.

(d) No computer skills necessary.

(e) May need basic computer skills to log choral works in an online spreadsheet.

(f) Basic computer skills necessary to research for admissions work, log information in a spreadsheet template, and to copy materials.

(g) Above average computer skills necessary to work with technology lab computers while uploading, filing, and editing departmental recordings. Students will be adequately trained by returning students.

(h) No computer skills necessary.

(i) Above average computer skills necessary to navigate and post on social media outlets. Communication skills needed to reach out to alum via social media means.

Physical Demands

Production – may require individuals to move pianos, chairs, and stands in set up for concerts. Two people are always required to move these pianos together.

Work Environment

Workers will perform their duties in a friendly and respectful work environment as advocated by the principles of our institution. Any interaction with each other as well as outside individuals while on the job (Production, social media, interoffice communication) must be done in a respectable way that is representative of the university. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule,

- Begin and End Dates (Start of 2018/19 academic year — end of 2018/19 academic year)
- Days and Hours (Monday–Sunday, differs with assignment and students’ class schedule)
- Total Hours per Week (5.5 hrs)

Offices of Academic Support, Learning Differences & Career Development

Positions Available 18
Summary
The position staffs the main office for Academic Support & Learning Differences and the Career Development Center. They greet and assist students who stop by the hallway looking for assistance. These student worker positions often lead to peer mentoring and leadership opportunities. Student Office workers are responsible for several daily tasks and are given various other projects throughout the semester.

Essential Duties and Responsibilities
• Employ positive customer service to visitors of the Academic Support & Learning Differences and Career Development Center hallway.
• Provide office support including answering phones, checking email, and directing the hallway traffic
• Communicate with students, faculty, and staff—either answering their question or directing them to the appropriate person or department
• Assist in programming and event planning
• Offer student tutorials to peers such as Self-Service trainings, assistance using Blackboard, etc.
• Assist with other duties as assigned

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Student must be reliable and accountable for schedule work hours. Must have strong attention to detail, maintain professionalism at all times, be able to manage multiple tasks and remain organized, and be reliable and self-motivated.

Computer Skills
Must be able to use Microsoft Word, Outlook, and Excel. Experience with Adobe is also preferred.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule,
• September 5, 2018 through May 3, 2019
• Flexible hours are scheduled Monday through Friday, 8:30am until 4:30pm
• Scheduled for 5-7 hours a week depending on award

Performing Arts Center
Positions Available 42
Job Title:
(a) Back of House
(b) Office work and special projects
(c) House Manager
(d) Front of House
(e) Box Office Assistant

Job Description:
(a) Back of House (BOH-Primary Supervisor Greg Clepper) – Provides technical support for college events; loads and unloads sets/equipment for shows; learns to set up stage lighting and sound equipment; sets up for receptions; monitors events; performing various duties before and after performances. Prior theater experience is not required, but is appreciated.
(b) Office work and special projects (Primary Supervisor Sharon Sisco) – Positions of responsibility in the Conference & Events Center office could include jobs in these areas: staff scheduling; assisting with payroll; assisting with fiscal paperwork and budget record-keeping; tracking advertising expenditures; working with the events calendar, assisting with rental contracts; organizing information about events for Front of House staff; assisting with arts administration; assisting with scheduling meetings and board rooms;
(c) House Manager (Primary Supervisor Brett Johnson) – The student supervisor for Front of House operations at events, endures audience safety, responsible for assigning duties to ushers and ticket takers and coordinating with Back of House crew at start and end of event. May be asked to usher if needed.
(d) Front of House (FOH) (Primary Supervisor Brett Johnson) – Provide support for the Mercyhurst Theatre Program, including event coordination, recruitment, marketing, and light clerical work; Assist with all aspects of theatrical production, including scenic construction, lighting hang/focus, properties inventory, facilities maintenance, etc. Weekend and evening shifts necessary; working at events to ensure audience safety; ushering and/or taking tickets; assist patrons to their seats, sell merchandise or concessions at shows; open and close the art gallery.
(e) Box Office Assistant (Primary Supervisor Annette Gardner) – 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 Word is a plus while ability to make change is crucial. Attention to detail, ability to listen, and capability to focus on the job are critical. Prior customer service experience is also helpful.

Qualifications:
(a) Excellent communications skills;
(b) Excellent customer service skills; prior experience a plus;
(c) Excellent with finances;
(d) Ability to have flexible schedule, including some evenings and weekends;
(e) Detail oriented and organized;
(f) Dependable and reliable;
(g) May require heavy lifting and long periods of time standing or walking.

Work Schedule,
• Begin and End Dates – August through May
• Days and Hours – will vary per performance and events
• Total Hours per Week – approximately 5 to 6 hours

Physician Assistant

Positions Available 2
The Physician Assistant Program is a 24-month graduate program. Job duties include assisting faculty and staff as needed.

Essential Duties and Responsibilities
Assist in organizing student activities; create and maintain databases for staff and students; produce promotional materials; internet and library research; clerical assistance such as typing, copying, scanning, filing, and creating office forms; and doing other projects and duties as assigned.

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred – multi-tasker, organizational skills, honor student with higher GPA, and preferably students not interested in the medical profession.

Computer Skills
To perform this job successfully, computer skills in Excel, Microsoft Word, and PowerPoint are preferred.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Walking, reaching, bending, manual dexterity, good vision, hearing, and ability to lift approximately 10 lbs.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Operates in a climate-controlled office with no exposure to environmental work hazards.

Work Schedule,
- Begin and End Dates – August 22, 2018 – May 12, 2019
- Days and Hours – flexible - Monday – Friday 8am-4pm
- Total Hours per Week – 6 hours/week

**Physics**

Summary
Work study students support the Physics Department by making copies, picking up packages, delivering documents on campus, prepping and putting away equipment for labs.

**Essential Duties and Responsibilities**
Be punctual for your assigned hours. Be available to travel all over campus to pick up or deliver packages or documents. Be
willing to assist in lab activities. Be willing to set up or tear down lab activities. Be willing to clean the Physics Lab after/before labs. Inventory physics lab and inform chair of any missing/broken equipment.

Qualifications and Experience
Needs to be able to work independently and also with others. Ability to communicate. Trustworthiness. No physics experience needed, we will train. Punctuality and dependability.

Computer Skills
Word, Excel

Physical Demands
Ability to work with high shelving using step stools. Lift and carry 15 pounds.

Work Environment
You will work within the Physics Lab (210 Zurn) and use the Physics Library (211 Zurn) as your office. On rare occasions when not assigned specific tasks, you are expected to study to maintain a high GPA at Mercyhurst.

Work Schedule,
- Begin and End Dates: Wednesday, August 22, 2018 - Friday, May 1, 2019
- Days and Hours: MTWTF to fit with your schedule
- Total Hours per Week: 5

Police & Safety
Positions Available 8
Summary:
The primary purpose of Mercyhurst University is education, and that this department is an integral part of Mercyhurst University, the mission of the department of police/safety is to provide and maintain safety, security, and tranquility to and within the entire Mercyhurst community. Work studies will work in a supporting role with the staff of Police and Safety

Essential Duties and Responsibilities:
Work studies issue parking tickets, help during special events, perform limited office duties, such filing, entering tickets, shredding, cleaning, assist students, visitors, faculty and staff with unlocking/locking doors, vehicle starts after being properly trained, shovel and salt sidewalks. Fill in with office duties during lunch and other related duties.

Qualifications and Experience
Must have a valid driver’s license

Computer Skills
Basic computer and filing skills

Physical Demands
Must be able to lift 50 pounds,

Work Environment
While working at Police and Safety, work studies will work in both the office as well as the outside in various weather
conditions during their shift.

Work Schedule,
- Begin and End Dates From August to May
- Days and Hours Work: Between 8:00am through 4:00pm, Students also work evening and weekend hours for special events.
- Total Hours per Week 5 hours per week

Political Science
Summary
Work study students will complete tasks for the administrative assistant and faculty of the Political Science department, as well as the departments of Social Work, Sociology, and Criminology & Criminal Justice. Some students may be eligible to complete their work study with MCAP (Mercyhurst Center for Applied Politics).

Essential Duties and Responsibilities
- Checking in with the supervisor/ faculty at the beginning of the shift for tasks
- Copying/scanning documents
- Computer work, such as creating documents and updating data using Word and Excel
- Errands on campus, such as tasks at the library, docucenter, mailroom, updating bulletin boards, etc.

Qualifications and Experience
- Required: Willingness to perform general office duties and exhibit good communication skills
- Preferred: General computer knowledge and experience with Microsoft Office (Word and Excel)
- Preferred: Political Science majors/minors

Computer Skills
General computer knowledge and experience with Microsoft Office

Physical Demands

Work Environment

Work Schedule,
- Begin and End Dates: On or about August 27, 2018-May 3, 2019
- Days and Hours: Shifts available Mon-Fri between the hours of 8am-4:30pm
- Total Hours per Week: Approximately 6 hrs. per week, but this can vary

Public Relations & Marketing
Summary
Responsibilities include creation and completion social media postings, design some collateral materials, as well as work on the course catalogs.

Essential Duties and Responsibilities
- Help maintain the different social media platforms, take pictures, make posts and work on some of the ad
campaigns.

- Help layout and design the course catalogs, graduate and undergraduate.
- Data mine when needed
- Work on updates on the website

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Skills
To perform this job successfully, an individual should have knowledge of Adobe Creative Suite, project management systems, web and content management software, and Word Processing software.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand and walk. Must occasionally lift and/or move up to 10 pounds.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Work Schedule,
- Mainly Monday through Friday
- To be determined
- 6 hours per week

Protective Services (One Card Office) Positions Available 7
Summary
Assist the Mercyhurst Community by maintaining and operating the OneCard Office.

Essential Duties and Responsibilities
1. Operate the Odyssey PCS reporting system to assist students with student spending accounts.
2. Debit and credit patron accounts as needed or as directed.
3. Create and produce new OneCard University identification cards in accordance with all policies and procedures as trained.
4. Operate the Andover Access Control System and manage electronic access to assigned areas.
5. Receive funds from patrons that will be added to the patron’s account both in person and via the telephone.
6. Issue receipts for all financial transactions and properly log all transactions.
7. Interact with patrons and provide customer service for OneCard program components.
8. Become familiar with all CBORD equipment and assist troubleshooting system errors as needed.
9. Respond to vendor questions and assist vendors with troubleshooting of problems.
10. Answer the OneCard Office telephone and respond to electronic communications.
11. Deliver and hand out OneCard Office printed materials as needed.
12. Deliver and hand out printed materials as needed.
13. Be available to work the assigned off schedule.
14. Be available to work limited weekend and evening hours as needed.
15. Performs other duties as required and/or assigned.

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Skills
To perform this job successfully, what skills are needed

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule,
- Begin and End Dates: Schedule Dependent
- Days and Hours: Schedule Dependent
- Total Hours per Week: 5.0

Psychology Positions Available: 6

Summary
The basic function of the position is to assist the faculty and the department’s administrative assistant in the performance of office and research duties.

Essential Duties and Responsibilities
Duties and responsibilities include: greeting/helping visitors to the department, picking up and distributing mail, running errands on campus, photocopying, supervising the use of our facilities, creating documents/spreadsheets/fliers as needed, maintaining our facility, and data entry, collection, and maintenance. Students must be dependable and courteous.

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Computer Skills
Computer skills required include basic knowledge of the Microsoft Office Suite, particularly Word, Excel, and PowerPoint.

Physical Demands
Physical demands include walking to other buildings on campus and back and some occasional heavy lifting.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule,
• Follows the academic calendar
• Days and hours are flexible
• Five - Six hours per week depending on student’s award

Residence Life
SUMMARY
Performs general clerical duties of the front desk of a residence hall or the Housing office. Duties include assisting students and visitors in person or over the phone, and providing general clerical duties.

DUTIES AND RESPONSIBILITIES
include the following. Other duties may be assigned.

• Answers, transfers, and/or records messages from incoming phone calls.
• Assists students with Housing questions or concerns, and maintenance requests.
• Notifies appropriate supervisors in the event of incident or emergency.
• Maintains cross-training for office coverage during employee absences.
• Performs other duties as requested.

EDUCATION AND EXPERIENCE
High school diploma or equivalent required; One year of full-time clerical experience, preferably in a customer service environment. Any combination of education and experience that would likely provide the required knowledge is qualifying.

KNOWLEDGE, SKILLS AND ABILITIES
• Working knowledge of office practices and methods.
• Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
• Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
• Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
• Ability to communicate effectively orally, by phone, in person, and in writing.
• Ability to represent the department and University in a friendly, courteous, and professional manner.

WORK CONDITIONS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 10 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

Social Work/Sociology
Positions Available 3

Summary
Summary of department and job description for student employees.

Essential Duties and Responsibilities
The student will be expected to make copies, assist in preparing specific course materials as requested, drop off and pick up paperwork, assist with tasks related to assessment and reaccreditation, assist with research responsibilities. Assist with other duties as they come up.

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills Needed
Basic computer skills, strong written communication skills, ability to work independently, analytical skills.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule,
- Begin and End Dates  Academic school year
- Days and Hours  TBD
Total Hours per Week  6 hours/week (can be flexible) up to $1200

Student Financial Services

Summary
Summary of department and job description for student employees.

Student Financial Services is an office devoted to customer service. The services offered combine financial aid as well as student accounts. Student employees must be willing to learn some basic information in order to help students and their parents when they come to the student service counter. Student work-study applicants must demonstrate good customer skills and be able to follow detailed instructions.

Essential Duties and Responsibilities
Description of all duties for department student workers. Include other duties as assigned.

(a) Scanning, entering data, and filing confidential documents
(b) Purchase order, clerical assistance, delivering mail and documents
(c) Answer questions pertaining to general financial aid and billing
(d) Brainstorming different ideas for SFS bulletin boards and hands on displays
(e) Other projects as assigned based on volume and needs of department

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Previous experience working in a customer service setting is preferred. Only students enrolled in a program with a major and/or minor in Business/Accounting/Intel or a similar field of study applicable to this type of work should be considered for this position.

Computer Skills
To perform this job successfully, what skills are needed

A Student Financial Services work-study would benefit by having knowledge in the following:

a) Microsoft Word, Excel, Outlook, and Publisher
b) Copiers, Scanners, Fax machines
c) Conversion of Word documents into Adobe PDFs
d) Paint, Photoshop, or Illustrator skills are a bonus but not required

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SFS work-studies will be required to accurately communicate detailed information to staff, students, and parents. Lifting and
carrying paper for copiers and delivery of supplies to and from the mailroom or Docu Center is also a requirement.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Since the student worker will have access to confidential information, it is mandatory that the student worker sign a confidentiality agreement before being assigned to this department. Discussion of confidential information outside of the office by the student worker will result in adverse action being taken.

Work Schedule,
• Begin and End Dates – Begins the first day of classes for the fall semester and ends the final day of classes for the spring semester each academic year.
• Days and Hours – Monday thru Friday 8:30AM to 4:30 PM
• Total Hours per Week – Approx. 6 hours weekly

Student Life Positions Available 2

SUMMARY
Performs general clerical duties for the Office of Student Life. Duties include assisting students and visitors in person or over the phone, and providing general clerical duties.

DUTIES AND RESPONSIBILITIES
include the following. Other duties may be assigned.

• Answers, transfers, and/or records messages from incoming phone calls.
• Assists students with questions or concerns, and maintenance requests.
• Notifies appropriate supervisors in the event of incident or emergency.
• Maintains cross-training for office coverage during employee absences.
• Performs other duties as requested.

EDUCATION AND EXPERIENCE
High school diploma or equivalent required; One year of full-time clerical experience, preferably in a customer service environment. Any combination of education and experience that would likely provide the required knowledge is qualifying.

KNOWLEDGE, SKILLS AND ABILITIES

• Working knowledge of office practices and methods.
• Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
• Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
• Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
• Ability to communicate effectively orally, by phone, in person, and in writing.
• Ability to represent the department and University in a friendly, courteous, and professional manner.

WORK CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 10 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

Sustainability

Positions Available 2

Summary

The Mercyhurst Sustainability Office seeks two work study students to aid in a variety of sustainability efforts as outlined below.

Essential Duties and Responsibilities

Recycling bin distribution and auditing, running recycling center for students, dumping food scraps from Grotto Commons into composters, turning and monitoring compost, weeding, planting, picking up recyclables from collection sites around campus, occasional research projects, representing sustainability office at events, office clerk duties for sustainability officer, occasional evening or weekend hours to help with sustainability events, occasional van driving if 21 or older and approved by the university

Qualifications and Experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interest in environmental issues, ability to work alone and as a team, good written and oral communication skills, reliability

Computer Skills

To perform this job successfully, students must be familiar with Microsoft Word and Excel.
Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Student must be able to walk around campus and carry light loads. Student must be able to lift compost material into composters, approximately 10 lbs.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Student may experience outdoor work during light rain. He/she will perform a variety of indoor and outdoor tasks.

Work Schedule,

- Begin and End Dates: 8/22/18 - 12/19/18, 1/14/19 - 5/10/19
- Days and Hours: Mostly Monday-Friday 1.5-2 hours per day, some evening and weekend hours due to sustainability events
- Total Hours per Week: 8 hours per student per week

Theatre

Summary

Provide support for the Mercyhurst Theatre Program, including all aspects of theatrical production, event coordination, recruitment, marketing, and light clerical work.

Essential Duties and Responsibilities

Assist with all aspects of theatrical production, including scenic construction, lighting hang/focus, properties inventory, and facilities maintenance; organize theatre program events and assist with recruitment efforts; and provide office support for the theatre program director.

Qualifications and Experience

No prior experience in theatrical production is required, but theatre minors are strongly encouraged to apply for these positions.

Computer Skills

Knowledge of MS Word and MS Excel preferable

Physical Demands

While performing the duties of this job, the student is regularly required to stand, sit, kneel, climb a ladder, and lift up to 25 pounds.

Work Environment

The student continuously interacts with the public and other staff and frequently meets multiple demands from several people. Work is generally performed indoors.
Work Schedule,
• Begin and End Dates: August 22, 2018-May 10, 2019
• Days and Hours: flexible
• Total Hours per Week: 10

Tutoring Positions Available 5

Summary
The position staffs the main office for Academic Support & Learning Differences and the Career Development Center. They greet and assist students who stop by the hallway looking for assistance. These student worker positions often lead to peer mentoring and leadership opportunities. Student Office workers are responsible for several daily tasks and are given various other projects throughout the semester.

Essential Duties and Responsibilities

• Employ positive customer service to visitors of the Academic Support & Learning Differences and Career Development Center hallway.
• Provide office support including answering phones, checking email, and directing the hallway traffic
• Communicate with students, faculty, and staff--either answering their question or directing them to the appropriate person or department
• Assist in programming and event planning
• Offer student tutorials to peers such as Self-Service trainings, assistance using Blackboard, etc..
• Assist with other duties as assigned

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Student must be reliable and accountable for schedule work hours. Must have strong attention to detail, maintain professionalism at all times, be able to manage multiple tasks and remain organized, and be reliable and self-motivated.

Computer Skills
Must be able to use Microsoft Word, Outlook, and Excel. Experience with Adobe is also preferred.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Work Schedule,
• September 5, 2018 through May 3, 2019
• Flexible hours are scheduled Monday through Friday, 8:30am until 4:30pm
• Scheduled for 5-7 hours a week depending on award

University Advancement

Summary
Provide assistance and support to the Department of University Advancement.

Essential Duties and Responsibilities

• General office duties including, but not limited to: scanning, collating, filing, organizing
• Use of computer and basic office equipment (training will be provided)
• Running errands on campus – pick up/deliver mail, packages, or supplies
• Assistance, as needed, with special campus events for students, faculty, staff, parents, and alumni including set up and tear down
• Be prepared to greet visitors to the department with kindness and professionalism
• Completion of other duties as assigned

Qualifications and Experience
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Professional appearance; polite and friendly demeanor
• Ability to follow directions, learn new tasks, and be flexible to meet the needs of the department
• Ability to work independently, manage time effectively, track hours worked, and document daily tasks
• Ability to maintain confidentiality of records and information
• Excellent oral and written communication skills

Computer Skills
• Computer literate with proficiency in Word, Excel, and Outlook
• Training provided to use Laserfiche Data System, Wufoo, Basecamp, and Colleague

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Ability to lift and carry up to 20 pounds, use stairs, use elevator, and walk to all areas on campus

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the
essential functions.

- Professional office environment; climate-controlled
- Access to all open buildings/areas on campus, as needed

Work Schedule
- Begin and End Dates: August 2018 to May 2019
- Days and Hours: Flexible Monday through Friday, 8:30am to 5:00pm
- Total Hours per Week: 10 hours