

Athletics/Athletic Training

Position: Student Assistant to Athletic Trainer

Supervisor: DJ Elmore

Room: 122- Health & Fitness Center

Hours: 10 + hours per week

Job Description: Opportunity to work with QU Athletic Teams: specifically football (fall and spring) and Men and Women's basketball. Opportunities for additional teams. Help assist with practice set up and game set up; this include getting water coolers ready, distributing water to student-athletes, and clean-up. Be able to be on the side-line on game day! Help with organization of files and athletic training room.

Skills Required: Dependable, punctual, able to perform lifting motings, able to work weekends, and have a vaild drivers license.

Federal Work Study is Required

Contact: DJ Elmore at elmorda@quincy.edu

Dining Services

Position: Sanitation

Superviso Joe Bordewick and Chris Blakeman

Room: Student Union

Hours: 10-12 hours per week

Job Descr Clean, sanitize, and disinfect as directed by supervisor.

Contact: Joe Bordewick at **bordejo@quincy.edu**

Food Service

Position: Deli/Prep

Supervisor: Chris Blakeman, Joe Bordewick, Kelly Pfab, Vickie Fuller

Room: Student Union

Hours: Mon-Fri & Sat-Sun

Job Description: Prepare deli sandwiches to order, maintain area and keep it clean.

Skills Required: Must be able to lift 25 lbs.

Contact: Joe Bordewick at bordejo@quincy.edu

Food Service

Position: Dishroom

Supervisor: Chris Blakeman, Joe Bordewick, Kelly Pfab, Vickie Fuller

Room: Student Union

Hours: Mon-Fri & Sat-Sun

Job Description: This job requires the ability to scrape off trays and other dishes as they come into dishroom.

Skills Required: Must be able to lift 40 to 50 lbs.

Contact: Joe Bordewick at bordejo@quincy.edu

Food Service

Position: Grill/Prep

Supervisor: Chris Blakeman, Joe Bordewick, Kelly Pfab, Vickie Fuller

Room: Student Union

Hours: 10 hours per week

Job Description: Needs to assist in the grill area. Will be helping full time employees.

Skills Required: Ability to lift 25 lbs.

Contact: Joe Bordewick at bordejo@quincy.edu

Food Service

Position: Line Runner

Supervisor: Chris Blakeman, Joe Bordewick, Kelly Pfab, Vickie Fuller

Room: Student Union

Hours: Mon -Fri & Sat-Sun

Job Description: Line in serving area needs to be kept clean and pans refilled as needed.

Skills Required: Must be able to lift 25 lbs.

Contact: Joe Bordewick at bordejo@quincy.edu

Registrar

Position: Student Worker

Supervisor: Nancy Geissler

Room: FRH 130

Hours: 10 hours per week

Job Description: Filing, copying, and answering phones, and customized projects on an as needed basis. Attention to detail is critical.

Must have a 3.0 GPA or above, computer skills including Microsoft office. Attention to detail is very important, and reliability is a must.

Federal Work Study is Required

Contact: Debby Seifert at registrar@quincy.edu

School of Business

Position: Office Assistant

Supervisor: Cynthia Haliemun

Room: FRH 222

Hours: 6-7 hours per week depending on student availability

Make copies, help professors, run errands on campus, make flyers for events.

Job Description:

Skills needed: Word, Excel, Google Doc and Power Point

Federal Work Study is Required

Contact: Cynthia Haliemun at haliocy@quincy.edu (use google meet)

Student Health & Fitness Center

Position: Lifeguard

Supervisor: Kaylee Jones

Room: Health & Fitness Center

Hours: Varies

Job Description: Monitor usage of the pool area, test the pool & hot tub water chemical levels, clean the pool & pool area as needed, assist the Aqua Aerobics class instructors as needed, and provide emergency services as necessary.

Skills Required: Red Cross or YMCA Lifeguard Certification, CPR for the Professional Rescuer, and First Aid Certification are all required.

Contact: Kaylee Jones at joneska@quincy.edu

University Advancement

Position: Student Assistant

Supervisor: Miriam Hermann

Room: B-37 Francis Hall

Hours: 8 hours per week.

Job Description: Skills Required: Data entry, filing, alumni Thank You calls, handling newspaper clippings, assist with mailings, special projects and general office duties, greeting visitors, working with office staff at events.

Skills Required: Friendly, dependable, phone etiquette, detail oriented, general office knowledge & basic knowledge of word & Excel.

Federal Work Study is Required

Contact: Miriam Hermann at hermami@quincy.edu