

Fine Art & Communication

Position: Broadcast Studio Assistant

Supervisor: Nora Baldner

Room: North Campus, B9

Hours: 10 hours per week

Job Description: Will assist with support in QUTV studios. Will also be responsible for various audio/visual needs of the communication department.

Skills Required: Knowledge of television production or COM 367 (Television Practicum)

**Federal Work
Study is
Required**

Food Service

Position: Beverage Runner

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

Room: Student Union

Hours: Mon-Fri

Job Description: Keep beverage area clean and stocked. Replenish and clean for next shift.

Skills Required: Must be able to lift 25lbs.

Food Service

Position: Cashier

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

Room: Student Union

Hours: 5 hours per week

Job Description: Scan ID's and take money as customers come in. Must be honest.

Skills Required: Must be able to make change and be able to add & subtract.

Food Service

Position: Deli/Prep

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

Room: Hawk's Hangout or 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.

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.

Food Service

Position: Grill/Prep

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

Room: Hawk's Hangout or Student Union

Hours: 10hours per week

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

Skills Required: Ability to lift 25 lbs.

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 25lbs.

Food Service

Position: Salad/Deli Runner

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

Room: Student Union

Hours: Mon-Fri & Sat-Sun

Job Description: Keep the salad/deli bars stocked and cleaned throughout the meal. Replenish and clean for next meal.

Skills Required: Must be able to lift 25lbs.

Food Service

Position: Display

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

Room: Student Union

Hours: 8 hours per week

Job Description: Prepare food for the display cooking area. Provide good customer service,

Food Service

Position: Hawks' Nest Bartender

Supervisor: Johann St. John, M.S.

Room: Student Union

Hours: 5 1/2 hours per week

Job Description: Responsibly serve individuals at the Hawk's Nest. Be able to effectively make drinks off of recipes and collect cash from these individuals for their drink purchases. Ensure that individuals are 21 or over when serving them a drink. Keep the establishment neat and orderly.

Specific Skills Required: Alcohol Training, safe serve alcohol class

Food Service

Position: Hawks' Nest Bouncer

Supervisor: Johann St. John, M.S.

Room: Student Union

Hours: 5 hours per week

Job Description: Responsibly check the I.D.'s of individuals coming to the Hawks' Nest and mark them appropriately if they are under age. Assist in keeping the seating area at the Hawks' Nest clean. Be effective in maintaining order of the patrons of the Hawks' Nest. If an individual appears intoxicated by any substance do not let them into the establishment. Assist the bartender with any complications that may occur.

specific skills: Safe serve alcohol class

Library

Position: Library Student Assistant

Supervisor: Byron Holidman

Room: Library

Hours: 6-8 hours per week

Job Description: Assist librarians in performing general library tasks to ensure the quality library service including the following: Circulation of library materials through automated circulation system. Shelf books, periodicals and other library materials; shelf read. Check in periodicals and microforms. Answer phones. Retrieve items

read. Check in periodicals and microforms. Answer phones. Retrieve items requested through interlibrary loan. Inspect, package and create documentation for interlibrary loan requests; Inspect and discharge returned interlibrary loan items. Other duties as assigned.

Skills required: Dependable, punctual, attentive to detail, computer literate, able to alphabetize; must be able to lift and carry are least 10 pounds, bend, stoop and climb onto step-up stools.

**Federal Work
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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
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School of Science & Technology

Position: Lab Assistant

Supervisor: Scott Luaders

Room: North Campus

Hours: 10 hours per week

Job Description: Prepare all necessary materials that are needed for chemistry lab. Help the students during the lab. Clean up all the materials when the lab is complete.

Skills Required: Must complete CHE 150 & CHE 151

QUTV/Hawk Radio

Position: Broadcasting Production Assistant

Supervisor: Nora Baldner

Room: NCB 9

Hours: 10 hours per week

Job Description: The production assistant will provide support for QU media platforms in the areas of content creation and management, shooting, edit, and managing studio productions.

Must be a MMJ Major and completed COM 367

**Federal Work
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