

## Library

**Position:** Library Student Assistant

**Supervisor:** Nancy Crow

**Room:** Library

**Hours:** 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 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 Study is Required**

## Athletic Communications

**Position:** Student Assistant

**Supervisor:** Director of Athletic Communications

**Room:** Health & Fitness Center Athletic Department

**Hours:** 3-15 hrs

**Job Description:** To assist in the publicity and statistics-keeping of the QU athletic teams. Student workers may also be responsible for setting up and helping in the broadcast of the GLVC Sports Network live stream. Student assistants will assist at many QU home athletic events, keeping statistics, taking photos, running social media accounts, and performing other duties as assigned. Assistance in the office during regular working hours may also apply, including work on the athletics website and photo editing

**Skills Required:** Basic knowledge of sports is preferred, but some job training is expected. Student assistants **MUST** be **RELIABLE** and **ON TIME**. Candidates **MUST** be able and willing to work **NIGHTS** and **WEEKENDS**, including all home football games.

**Federal Work Study is Required**

## **Behavior & Social Sciences**

**Position:** Chair of B&S Science Division

**Supervisor:** Dr. Boccardi

**Room:** FRH 225

**Hours:** 5-10 hours per week

**Job Descr:** Photocopying, Filing, assisting faculty members with small tasks, typing, basic office work, ect

**Federal Work Study is Required**

## **Athletics**

**Position:** Assistant to the Athletic Secretary

**Supervisor:** Donna Sohn

**Room:** Health and Fitness Center (upper level)

**Hours:** 10-15 hours per week

**Job Descr:** Filing, copying, faxing; data entry; pleasant and respectful telephone voice/skills; confidentiality a must; responsible/dependable student; other office/clerical duties as assigned; interest in athletics.

Skills Required: Computer skills; good written/oral communication; and organizational skills.

**Federal Work Study is Required**