
School of Business

Position: Student Secretary

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

Academic Support Services

Position : Tutor

supervisor: Donna Holtmeyer

Location: Student Success Center

HOURS: varies

Job Description :

Tutors will meet with students on a one on one basis to assist with academics. They will tutor by appointments scheduled through WCOOnline in the Student Success Center. Tutors will practice a non-directive style, offering guidance to students as they discover their own conclusions and solutions. They are also familiar with the tools available at the Student Success Center to guide in the learning process. Some specific classes may require the use of computer labs located in Francis Hall. These tutoring sessions will be approved by the supervisor of the tutoring program.

Skills Required: Tutors will show mastery of the subject area or course generally having completed the course or a similar course with an "A" or "B". They must also be recommended by a faculty member and undergo yearly training to understand tutoring strategies, non-directive style, and the tools available in the Student Success Center. Tutors will be dependable and exhibit patience and friendliness in their interactions with students.

Contact: Donna Holtmeyer at holtmdo@quincy.edu

Art Department

Position: Office/Studio Assistant-Art/Gallery Assistant

Supervisor: Robert Lee Mejer

Room: FRH 439

Hours: 5-7 hours per week

Job Description: Hang exhibitions, Load/Unload Artworks, Label Exhibitions, Type/Copy Forms, Unpack-repack Shipping Boxes, Clean Studio areas and make handouts

Skills Required: Typing

Federal Work Study is Required

Contact: Bob Mejer at mejerbob@quincy.edu or see in room 439

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

Athletics

Position: Manager for Women's Basketball

Supervisor: Kaci Bailey

Room: Health and Fitness Center

Hours: Up to 15; Travel is Possible

Job Description: Assist Coaches with pre-game, post game and game responsibilities, and help with some office work.

Skills Required: Organizational Skills, good Communication Skills, Interest and Knowledge of Basketball, Flexible, Responsible, Must Work Independently and with Groups

Federal Work Study is Required

Contact: Kaci Bailey at k.bailey48@quincy.edu

Athletics

Position: Assistant to the Athletic Secretary

Supervisor: Donna Sohn

Room: Health and Fitness Center (upper level)

Hours: 6-8 hours per week

Job Description: 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

Contact Donna Sohn @ sohndo@quincy.edu

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.

Contact: Joe Boardewick 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 Boardewick 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 Boardewick 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 Boardewick 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 25lbs.

Contact: Joe Boardewick at bordejo@quincy.edu

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.

Contact: Joe Boardewick at bordejo@quincy.edu

Dining Services

Position: North Campus Cashier/Clerk

Supervisor Joe Bordewick and Chris Blakeman

Room: Student Union

Hours: 5-20 per week

Job Description: Scan ID's, take payments, operate POS system, restock products, complete paperwork.

Contact: Joe Boardewick at bordejo@quincy.edu

Dining Services

Position: Sanitation

Supervisor: Joe Bordewick and Chris Blakeman

Room: Student Union

Hours: 10-12 per week

Job Description: Clean, sanitize, and disinfect as directed by supervisor

Contact: Joe Boardewick at bordejo@quincy.edu

Football

Position: Laundry/Game Day Gear Sales

Supervisor: Gary Bass

Room: North Campus Football Office and Flinn Stadium

Hours: 13-15 hours per week

Job Description: Promote, market and sell football apparel to alumni, families and friends of QU Football. Student employee needs to be organised, personable, highly motivated and professional. Needs to have data processing skills, phone skills, customer service skills and the ability to build a database of apparel customers. Must have the availability to work seven Saturday home games and work in the office 2-3 days per week. Will also perform laundry duties for practice and games.

Federal Work Study is Required

Contact: Coach Bass at bassga@quincy.edu

Football

Position: Film and Recruiting Assistant

Supervisor: Gary Bass

Room: QU Stadium/Football offices

Hours: 13-15 hours per week

Job Description: Student worker will be responsible for filming practice & home games. Will also assist with all aspects of recruiting.

Federal Work Study is Required

Contact: Coach Bass at bassga@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

History

Position: Student Assistant

Supervisor: Dr. Coffey

Room: FRH 226

Hours: 2-3 hours per week

Job Description: Filing, xeroxing, research and other office responsibilities.

Skills Required: Computer skills, research skills.

Federal Work Study is Required

Contact: Dr. Coffey at coffeyj@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: Nancy Geissler at geissna@quincy.edu

School of Science & Technology

Position: Chemistry Lab Assistant

Supervisor: Caitlin Deskins

Room: 132-B North Campus

Hours: 15 hours per week

Job Description: Set-up experiments for lab each week. Make necessary solutions, set out chemicals and equipment, and help with any other preparations. Assist students during lab times. After lab is over, help clean-up the lab by putting away chemicals, cleaning glassware, and managing chemical waste.

Skills Required: Excellent chemistry lab skills.

Federal Work Study is Required

Contact: Caitlin Deskins at deskica@quincy.edu