

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

History

Position: Student Assistant

Supervisor: Dr. Coffey

Room: FRH 226

Hours: 3 to 5

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

Reading Center

- Position:** Reading Center Tutor
- Supervisor:** Maria Mast
- Room:** FRH 347
- Hours:** Mon & Wed 3:30-5:30p.m.
- Job Description:** Students will tutor 1 child or (K-9th grade) in reading and writing skills, experience in working with children. Some training provided.

Skills Required: Good literacy skills, patient and dependable, experience working with children. Education Major preferred.

Federal Work Study is Required

Contact: Maria Mast at mastma@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

Women's Basketball

- Position:** Manager for Women's Basketball
- Supervisor:** Courtney Boyd
- 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: Courtney Boyd at c.boyd46@quincy.edu

Videographer/Editor

- Position:** Videographer/Editor/Poster for QU Sports
- Supervisor:** Jim Lawrence
- Room:** Edit Facilities North Campus - Various other
- Hours:** The Hours fluctuate depending on the schedules of sports events.
- Job Description:** Responsibilities: Your primary task will involve capturing video highlights of QU Sports events. Upon the conclusion of each game, you will return to North Campus to edit the highlights. Subsequently, you will be responsible for posting the edited content to various social media platforms and other digital QU platforms.
- Experience: While prior experience in shooting and editing videos is advantageous, training will be provided as needed. Camera operational knowledge and experience with Adobe Premiere are also helpful.

Federal Work Study is Required

Contact: Jim Lawrence lawreja@quincy.edu

General Duties-(short time position)

Position: General Duties-North Campus Communications.

Supervisor: Jim Lawrence

Room: North Campus - B Building Below Connie Niemann

Hours: Hours can be flexable

Job Description: Responsibilities: You will be working in the Communication classrooms on north campus. Duties will include, assembling desks, painting, moving items to storage rooms, assisting with room reorganization and other tasks as needed.

Experience: None required however you must be able to lift and carry at least 50 pounds. Must be able to paint and keep areas neat and clean during and after painting. Hours can be flexible. Must be able to operate light power tools. Building or carpentry experience a plus but not necessary

Federal Work Study is Required

Contact: