



# **SUMMER**

# **AVAILABLE WORK-STUDY POSITIONS**

# **2016/2017**

## **Registrar's Office**

JOB TITLE: Office Assistant

Department Location: Bachmann-Room 106

Supervisor: Judy Wynes

Phone Ext: 5221

Email: [wynesj@neumann.edu](mailto:wynesj@neumann.edu)

Number of Students Needed: 1

Hours Needed Per Week: 4-6

WAGE RATE: \$8.00

**JOB DESCRIPTION/DUTIES:**

- Demonstrate an appreciation for and understanding of the Catholic Franciscan tradition and values of Neumann University.
- Witnesses to a deep sense of professionalism in dress, speech and manners
- Help to maintain students' files by creating new files, filing paperwork in appropriate files, and pulling inactive files when necessary for storage
- Maintain confidentiality while working with students' files
- Assist with customer service by helping students at the counter
- Complete any copying and shredding of documents
- Deliver items to other departments on campus as needed
- Assist with graduation tasks such as stuffing of diplomas and mailings
- Maintain clean work area
- Other duties as assigned by department

## Service~Learning & Community Engagement

Department Location: 227 BMB

Supervisor: Megan Camp

Phone Ext: 5539

Email: campm@neumann.edu

Number of Students Needed: 1

Hours Needed Per Week: 8-10

WAGE RATE: \$8.00

**JOB DESCRIPTION/DUTIES:**

- Demonstrate an appreciation for and understanding of the Catholic Franciscan tradition and values of Neumann University.

- Assist with general office work (copying, filing, posting flyers, etc.)
- Assist with service events
- Assist with data organization and tracking of Service-Learning and general community service.
- Other duties as assigned

## Service-Learning & Community Engagement

Supervisor: Megan Camp

Phone Ext: 5539

Email: [campm@neumann.edu](mailto:campm@neumann.edu)

Number of Students Needed: 10

Hours Needed Per Week: 10

WAGE RATE: \$9

JOB TITLE: Federal Work-Study Community Service

JOB DESCRIPTION/DUTIES:

- Demonstrate an appreciation for and understanding of the Catholic Franciscan tradition and values of Neumann University.
- Federal Work-Study students are encouraged to pursue employment that is community service related. Community service positions contribute to the improvement in the quality of life for area residents by helping solve particular problems related to their needs. Job categories that are considered community service include:
- Health care, child care, literacy training, education (including tutorial service), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, community improvement, and emergency preparedness and response.
- Support services to enrolled students with disabilities (including students with disabilities who are enrolled at school).

- Activities in which a student serves as a mentor for purposes such as tutoring, supporting educational and recreational activities, and counseling, including career counseling.
  - The U.S. Department of Education has clarified the issue of the acceptability of indirect community service positions as follows:
- Students may be employed in community service positions that provide either direct or indirect services to the community. For example, it is acceptable for a Federal Work-Study student to be employed in a clerical position for a food bank. It is not required that the student be involved in delivering services directly.

## Office of the Dean of Students

JOB TITLE: Office Assistant, Dean of Students

Supervisor: Dean of Students-Bridget Haines-Frank

Phone: 610-558-5608

Email: [hainesb@neumann.edu](mailto:hainesb@neumann.edu)

Department Location: BMB 139

Number of Students Needed: 1

Hours Needed Per Week: 2-10

WAGE RATE: \$8.00 per hour

### JOB DESCRIPTION/DUTIES:

- Must be eligible for Federal Work Study
- Must maintain confidentiality at all times; student workers sign a statement regarding confidentiality
- Participate in training at the beginning of the school year and periodically as needed
- Serve as receptionist, which includes answering phones, taking messages, and greeting and assisting students and other visitors as they enter the Office
- Provide office support including typing, data entry, copying, faxing, filing, preparing and/or hanging flyers or bulletin boards, and other support as needed (e.g., help prepare for or staff a program)
- Ability to attend handle basic level administrative and clerical responsibilities

- Assure that the desk and office area are orderly, neat and organized
- Take payments and manage loaned items
- Manage various DOS sponsored events
- Respond as instructed to get help in case of emergency
- Other duties as assigned

**Knowledge Skills and Abilities Required:** Typing; photocopying; data entry; filing; exceptional customer service skills (telephone and in-person reception); working with confidential information; Microsoft Office systems, social media usage and Internet navigation.

## Office of Campus Life Programs

JOB TITLE: Office Assistant, Campus Life Programs

Supervisor: Je’Nai L. Righter -Assistant Dean of Campus Life Programs and Assistant Director of Campus Life Programs

Phone: 610-558-5619

Email: [hainesb@neumann.edu](mailto:hainesb@neumann.edu)

Department Location: BMB 43-44

Number of Students Needed: 1

Hours Needed Per Week: 2-10

WAGE RATE: \$8.00 per hour

JOB DESCRIPTION/DUTIES:

- Must be eligible for Federal Work Study
- Must maintain confidentiality at all times; student workers sign a statement regarding confidentiality
- Participate in training at the beginning of the school year and periodically as needed

- Serve as receptionist, which includes answering phones, taking messages, and greeting and assisting students and other visitors as they enter the Office
- Provide office support including typing, data entry, copying, faxing, filing, preparing and/or hanging flyers or bulletin boards, and other support as needed (e.g., help prepare for or staff a program)
- Ability to attend off-campus trips and serve as the off-campus trip manager (Training will be provided)
- Assure that the desk and office area are orderly, neat and organized
- Take payments and manage loaned items
- Manage the game room and ensure appropriate student use of space
- Respond as instructed to get help in case of emergency
- Other duties as assigned

**Knowledge Skills and Abilities Required:** Typing; photocopying; data entry; filing; exceptional customer service skills (telephone and in-person reception); working with confidential information; Microsoft Office systems, social media usage and Internet navigation.