

On-Campus Employment Opportunities for Current Students Mesa State College

Category	Description	Organization	Contact	Location	Phone	Work-Study Only?	Number of Positions
Office Assistant	Front-line customer service; phones; data input; mailings; filing; general office	Admissions Office	Becky Hetherington	AO 105	248-1458	Yes	4
Peer Assistant	Appointment scheduling, phones, data entry, filing	Advising and Career Center	Brenda St. John	Lowell Heiny Hall 127	248-1304	Yes	2
Tutoring	Reading and Math Tutor for elementary school-age children	America Reads /America Counts	Jonathan Wilson	Lowell Heiny Hall 117	248-1814	Yes- FWS	1
Game Management	Help with games, ticket sales, set up, take down, etc. Office hours also available.	Athletic Department	Bryan Rooks	Saunders Fieldhouse 105	248-1252	Yes	Several
Lab Assistant	Assist with lab set up and demonstrations	Biology Department	J. R. Read	Science Center 103	248-1172	Yes	1
Office Assistant	Assisting Business Office personnel with customer service, office processes	Business/ Accounting Office	Tamy Lacy	Lowell Heiny Hall 101	248-1023	Yes	1
Clerical	Office/Technical Assistant. Both morning and afternoon hours available	Community Education	Bob Peterson	Bishop Campus WCCC	255-2800	Yes	5
Sales and Business Representative	Maintain and Cultivate relationships with advertising customers.	Criterion Newspaper	Eric Sandstrom or Justin Bishop	College Center Criterion Office	248-1171	No	3

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Teacher's Assistant	Prep Cook duties under direction of Chef Instructors in culinary labs. Prepare for upcoming classes	Culinary Arts Department	Dan Kirby	WCCC Bishop Campus	255-2632	Yes	4
Student Services	Braille textbook and classroom materials production assistant. Good computer and people skills!	Educational Access Services	Tom Whalen	EAS, North Avenue	954 248-1801	No	1
Student Services	Production/office assistants. Possible summer employment. Good computer and people skills!	Educational Access Services	Tom Whalen	EAS, North Avenue	954 248-1801	No	3
Office Assistant	Assisting Facilities Office with general office tasks, scheduling, etc.	Facilities Services	Jeanne Herring	Campus Services Bldg. 1260 Kennedy	248-1465	Yes	1
Student Custodial	Evening Hours	Facilities Services	Jeanne Herring	Campus Services Bldg. 1260 Kennedy	248-1465	No	5
Student Custodial	Daytime Hours	Facilities Services	Mary Williams	Campus Services Bldg. 1260 Kennedy	248-1160	No	3
Instructional Aide	Filming and equipment management, includes travel	Football Department	Darin Robidoux	Saunders Fieldhouse 201	248-1989	Yes	3
Grounds Maintenance	Landscape and gardening maintenance	Grounds Office	Mitch Elliott	Maintenance Shop, 13th and Elm Streets	248-1571	No	Several

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Information Technology	Computer Lab Assistant	Information Technology	Tom Orrell	Library 120 A	248-1841	No	1
Information Technology	Housing Technician	Information Technology	Tom Orrell	Library 120 A	248-1841	No	3
Office Assistant	General Office Aid, Phones, Counter, Filing, Word processing, Spreadsheet	Kinesiology Dept	Dr. Jill Cordova	Saunders Field House 125	248-1715	Yes	1
CAD Lab Assistant	Assist with supervision and student learning in the CAD Lab	Manufacturing Programs	Denis Thibodeau	Bishop B 125	255-2706	Yes	1
Computer Lab Aide	Familiar with Word/Excel/Internet. Evening and weekend hours are available	Montrose Campus	Becky Wolford	Montrose	249-7009	Yes	1
Office Assistant	Phones, Front Counter, Filing: Familiar with Word/Excel/Internet	Montrose Campus	Becky Wolford	Montrose	249-7009	Yes	1
Media Relations Assistant	Maintain media clippings file. Assist with press releases, media events. General office. Will train	Office of Development, Media Relations	Dana Nunn	Lowell Heiny Hall 201	248-1868	Yes	1
Student Box Office Manager	Accounting and scheduling duties, customer service	Public Music and Theater	Jessica Cowden	MPAC Box Office	248-1954	Yes	1

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Advertising Sales Representative	Selling and maintaing contracts for Theatre programs	Public Music and Theater	Jessica Cowden	MPAC Box Office	248-1954	Yes	2
Warehouse Assistant	Assist with package delivery and other warehouse functions.	Purchasing	Suzanne Ellinwood	SLC 013	248-1417	Yes	2
Student Services	Assist with registration, adding and dropping classes, filing, etc.	Registrar's Office	Morgan Robidoux	Lowell Heiny Hall 123	248-1905	Yes	5
Office Assistant	Assist in maintenance of statistics and records, help organize media events, prepare press releases	Sports Information Department	Tish Elliott or Tobi Withrow	Saunders Fieldhouse 106	248-1143 248-1187	No	4
Student Services	Fitness Instructors: Aerobic, Yoga, Pilates, Jazzercise, Personal Trainers, Martial Arts, Etc	Student Recreation Center	Bob Anthony	SRC 138	248-1591	No	6
Student Services	General Housekeeping: Morning, Afternoon, and Late Evening Positions	Student Recreation Center	Robby Kallina	SRC 137	248-1058	Yes	3
Student Services	Special Events Support Staff: Evening & Weekend Positions	Student Recreation Center	Robby Kallina	SRC 137	248-1058	Yes	8
Office Assistant	Clerical	Testing Office	Terri Wise	Bishop B 175	255-2750	Yes	5

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Costume Stitcher	Sewing costumes by machine and by hand. Must be able to read patterns	Theater Arts Costuming	Heather Waggoner	Development Center	248-1328 248-1329	Yes	Several
Library Assistant	Circulation Desk Attendants	Tomlinson Library	Kawna Safford	Library 102	248-1406	Yes	2
Library Assistant	InterLibrary Loan Assistant	Tomlinson Library	Kawna Safford	Library 102	248-1406	Yes	1
Library Assistant	Reference Desk Attendant	Tomlinson Library	Kawna Safford	Library 102	248-1406	Yes	1
Library Assistant	Special Collections Assistant	Tomlinson Library	Kawna Safford	Library 102	248-1406	Yes	1
Library Assistant	Technical Services	Tomlinson Library	Kawna Safford	Library 102	248-1406	Yes	Currently Filled
Tutoring	Academic Tutoring	Tutorial Services	Erin Warren	Houston 110 E	248-1913	No	35
Office Assistant	Assist with tracking, record management, development of instructional materials	WCCC Developmental Services	LaRonna Schroeter	Bishop B 197	255-2613	Yes	1

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Building Services	Help with general tasks related to buildings and grounds on the Bishop Campus - flexible schedule	WCCC	Curtis Strain	Bishop A 136	255-2622	Yes	1
Toolroom Assistant	Issue and maintain tool supply for Applied Technology	WCCC	Curtis Strain	Bishop A 136	255-2622	No	2
Aquarium Maintenance	Maintain 1700 gallon aquarium and contents. Training provided	WCCC	Curtis Strain	Bishop A 136	255-2622	Yes	1
Student Services	Assist Bishop Campus personnel	WCCC	KerriSpore	Bishop B 104	255-2660	Yes	1
Teacher's Assistant	Filming for tournaments	Women's Basketball	Timi Brown	Saunders Fieldhouse 110	248-1716	Yes	1
Teacher's Assistant	Women's Basketball team manager	Women's Basketball	Timi Brown	Saunders Fieldhouse 110	248-1716	Yes	1

Updated
02/13/2008