Position Type: Office Assistant  
Hours: Up to 20hrs./week  
Term: Spring  
Career Category: StWorker  
Job ID: JOB-5399  
Department ID: HRT  
Location: HR Department  
List Date: 02/07/06

Qualifications
Must be able to sit and stand for long periods of time. Able to work in a fast-paced environment. Maintain confidentiality and be dependable is a must.

Job Description:
Filing skills, knowledge of MS Office Suite, answer multi-line phones, take messages, excellent customer service skills, cover front desk, and open/sort mail, scanning, and other duties as assigned.

Position Type: John Deere Lab Assistant  
Hours: 20hrs. wk.  
Term: Spring  
Career Category: StWorker  
Job ID: JOB-5674  
Department ID: DEERET  
Location: TT  
List Date: 01/24/06

Qualifications
Lift up to 30 pounds, stand, kneel, sit for long periods of time. Must be able to climb a ladder.

Job Description:
Clean mop labs, help maintain equipment in John Deere Lab and Transportation building, & other jobs as assigned by the supervisor.
<table>
<thead>
<tr>
<th>Position Type:</th>
<th>Child Care StWorker</th>
<th>Job ID:</th>
<th>JOB-6278</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>20hrs./week</td>
<td>Department ID:</td>
<td>CCT</td>
</tr>
<tr>
<td>Term:</td>
<td>Spring</td>
<td>Location:</td>
<td>Child Care Center</td>
</tr>
<tr>
<td>Career Category:</td>
<td>StWorker</td>
<td>List Date:</td>
<td>12/12/05</td>
</tr>
</tbody>
</table>

**Qualifications**
Must be able to actively be involved with young children, sitting, and light lifting. Will only consider Early Childhood Majors. Time frame for hours: 11:30am-3:30pm, 12:00pm- 4:00pm, 12:30pm-4:30pm, 2:00pm- 6:00pm.

**Job Description:**
Service as an aid to teachers in an infant, toddler or preschool classroom. Candidate will assist with daily cleaning of room, assist with implementation of lesson plans, record keeping and care for children.

<table>
<thead>
<tr>
<th>Position Type:</th>
<th>Graphic Artist</th>
<th>Job ID:</th>
<th>JOB-6297</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td></td>
<td>Department ID:</td>
<td>FRARTT (2)</td>
</tr>
<tr>
<td>Term:</td>
<td>Spring</td>
<td>Location:</td>
<td>Center for Perf. Arts</td>
</tr>
<tr>
<td>Career Category:</td>
<td>StWorker</td>
<td>List Date:</td>
<td>12/14/05</td>
</tr>
</tbody>
</table>

**Qualifications**
Must be familiar with the MAC and Macintosh programs, have the ability to meet deadlines on projects, and time management is a must.

**Job Description:**
Assist in design an execution of ads, promo materials, fliers and tickets as related to presentation and season performances at CFPA.
**Position Type:** Technical Theater  
**Hours:** up to 20hrs./week  
**Term:** Spring  
**Career Category:** StWorker  
**Job ID:** JOB-6399  
**Department ID:**  
**Location:** CFPA  
**List Date:** 01/26/06

**Qualifications**
Some lifting required as is use of power tools for which training is provided.

**Job Description:**
Assist the CFPA Technical Director with task related to CFPA productions. Set construction, lighting and sound, cleanup of theater and related backstage areas, movement and storage of theatrical equipment, tools, and props.

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**Position Type:** CAM Lab  
**Hours:** Up to 20hrs./week  
**Term:** Spring  
**Career Category:** StWorker  
**Job ID:** JOB-6451  
**Department ID:** CAMT *  
**Location:** IET 165, 164  
**List Date:** 02/06/06

**Qualifications**
Help in Machining Lab and Master Chemical Lab

**Job Description:**
Lift and cut material, mix coolants, run programs on CNC machines, oil and grease machines.
Position Type: Student Worker  
Hours:  
Term: Spring  
Career Category: StWorker  
Job ID: JOB-6477  
Department ID: AUXT-  
Location: Auxiliary Services-  
List Date: 02/08/06

Qualifications
Must be able to operate a computer. Ability to use a calculator. Handling department mail. Flexible in covering other areas such as the Bookstore or Copy Center if needed.

Job Description:
Customer Service, Answering Telephone, Typing, Filing, Copying, Data Entry, and other general office duties.

Position Type: Office Assistant  
Hours: Up to 20 hrs./week  
Term: Spring  
Career Category: StWorker  
Job ID: JOB-6670  
Department ID: ENROLF *  
Location: Findlay Campus  
List Date: 03/07/06

Qualifications

Job Description:
Maintain the information desk and greet general public, students, faculty, and staff. Help students navigate through their Ozone accounts. Assist in the day to day operations of the reception area. Answer questions of a general nature about programs.
Position Type: Customer Service
Hours: 10 hours/week
Term: Summer
Career Category: StWorker
Job ID: JOB-6704
Department ID: Teacher Education De
Location: AVCC 130
List Date: 03/17/06

Qualifications
Must be able to operate a computer.

Job Description:
Answering telephones, greeting visitors, answering questions and providing information, typing, filing, copying, shredding documents, handling mail, running errands, data entry, some light lifting, other general office duties.

Position Type: Design Tech. Lab Assistant
Hours: Up to 20 hrs./week
Term: Spring
Career Category: StWorker
Job ID: JOB-6765
Department ID: CIVILT- 1
Location: IET
List Date: 03/21/06

Qualifications
Minor cleaning. Must be able to stand/kneel/sit for long periods of time.

Job Description:
Clean labs, help maintain the equipment in the lab, Log students in and out of the lab, and distribute and collect lab materials.
<table>
<thead>
<tr>
<th>Position Type</th>
<th>PR &amp; Marketing Office Asst.</th>
<th>Job ID:</th>
<th>JOB-6785</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>20hrs./week</td>
<td>Department ID:</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>Spring</td>
<td>Location:</td>
<td>College Hall Rm. 138</td>
</tr>
<tr>
<td>Career Category</td>
<td>StWorker</td>
<td>List Date:</td>
<td>03/23/06</td>
</tr>
</tbody>
</table>

**Qualifications**

**Job Description:**
Answer telephones, type, cut and laminate signs, fax, assist with special events, file newspaper adds, stuff and mail envelopes, pick up mail and distribute twice daily, pick up or drop off items off and on campus.

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Switchboard Operator</th>
<th>Job ID:</th>
<th>JOB-6866</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>20hrs/wk</td>
<td>Department ID:</td>
<td>COMET--</td>
</tr>
<tr>
<td>Term</td>
<td>Spring</td>
<td>Location:</td>
<td>Alumni Hall</td>
</tr>
<tr>
<td>Career Category</td>
<td>StWorker</td>
<td>List Date:</td>
<td>04/05/06</td>
</tr>
</tbody>
</table>

**Qualifications**
Must be reliable and dependable

**Job Description:**
Answering calls and connecting them to the right department or person, answering general questions and giving directions.