



Job Title: AC/MIS Website and Curriculum Development

Department: Teacher Education

Start Date: August 28, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Position Summary • Update and maintain the website that presents the lessons and activities for the AC/MIS partnership as a virtual field trip. • Work with supervisor and other students to develop curriculum for lessons activities to be implemented in 20178 during the May field trip sessions. • Begin development of a website that serves as a resource for activities and lessons for middle school science teachers.

Required Skills:

1. Strong preference for TED science education students-elementary or secondary 2. Must have knowledge of and ability to use Web 2.0 tools such as Weebly and PREZI 3. Must be organized and detail oriented 4. Flexibility, ability to problem solve and creativity are important skills for this position 5. Some preference for someone with their own transportation

Cumulative GPA: 3.0 or higher

Major Requirement: any TED program

Nights or Weekends Required? No

Supervisor Name: Penny Cobau-Smith

Application Link: <https://acstudentemployment.wufoo.com/forms/p1azs0rj035ock3/>

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Job Title: The Baby Bulldog Center Work Study Student

Department: The Baby Bulldog Center

Start Date: August 28, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The student must be detailed oriented with an interest in education and creative projects as well as have a helpful and cheerful nature. The work study student does not need to be a Teacher Education major as a variety of backgrounds and fields of study enhances our ability to support the children of the Baby Bulldog Center (BBC).

Required Skills:

Duties may include (but are not limited to): • basic office operations • telephone calls, mail • greeting families and visitors • provide information about upcoming events and office activities • calendar management • office supplies and reordering as needed • provide child care in a classroom setting • develop and foster strong relationships with children and families • organize and lead activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, and storytelling • First Aid and infant/child/adult CPR Training/Certification • performing duties within the normal bounds of a classroom environment including interacting with, playing with, lifting and carrying infants or toddlers for the majority of the day.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Michele Stansley

Application Link: <https://acstudentemployment.wufoo.com/forms/x1q4z5mk0prmx1j/>

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Job Title: Women's and Gender Studies Assistant

Department: Women's and Gender Studies

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

1) Maintain and develop Women's and Gender Studies Weebly Website, including discussion forum 2) Assist director in compiling assessment information 3) Maintain bulletin board 4) Assist in planning and running Women's Diversity Lecture in March, including advertisement. 5) General office work, including filing, copying, scanning, and the like. 6) Design and write promotional newsletter for distribution to students, admissions, etc. 7) Outreach to relevant campus groups (FEM, SafeSpace, etc.) 8) Attending Gender Issues Committee meeting, if invited. 9) Weekly meetings with Director of Women's and Gender Studies.

Required Skills:

One previous Women's and Gender Studies course. Good writing and computer skills

Cumulative GPA: 3.00

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Deborah Field

Application Link: <https://acstudentemployment.wufoo.com/forms/x1m1pvsa0hawj7i/>

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Job Title: English Dept. Student Worker

Department: English

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

English Department student worker. Senior class standing. Will work with the Department Chair on department-related tasks, including Program Review. The successful candidate must have a firm grasp of English grammar and mechanics, be an excellent researcher, have solid computer skills, be reliable, competent, a self-starter, and able to work independently on completing assignments in a timely manner.

Required Skills:

Computer literate; organization; ability to work independently; reliable; excellent writing and communication.

Cumulative GPA: 3.90

Major Requirement: English Major

Nights or Weekends Required? No

Supervisor Name: Linda Learman

Application Link: <https://acstudentemployment.wufoo.com/forms/kv936ub02oavy4/>

Adrian College is an Equal Opportunity Employer



Job Title: English Dept. Staff Assistants

Department: Institute for Study Abroad

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

STUDENTS MUST HAVE COMPLETED A STUDY ABROAD PROGRAM TO APPLY. Job Description: Duties include working with the Director to advise students interested in studying abroad, helping the Director with Admissions events, coordinating campus visits from affiliate representatives, organizing and implementing Institute events such as Passport Day, and staffing the Institute for Study Abroad Office during its business hours.

Required Skills:

Successful applicants must have study abroad experience. They must have excellent writing and communication skills. They should be friendly, outgoing, and willing to help students who come into the Institute for Study Abroad Office. They should also be responsible, motivated, and able to work well individually and in groups.

Cumulative GPA: 3.00

Major Requirement: None

Nights or Weekends Required? Yes

Supervisor Name: Melissa Stewart

Application Link: <https://acstudentemployment.wufoo.com/forms/k1g3ecqe19zndgg/>

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Job Title: Social Work Program Student Assistant - 1

Department: Social Work

Start Date: August 28, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Job Description: A student doing campus employment for the Social Work Program works under the supervision of the Social Work Program Director to assist the director, the Social Work Field Education Director, and the Program Administrative Assistant. Any of the three positions listed above may direct student assistant tasks. Typical tasks include: - staffing the Social Work Dept Office in the absence of the administrative assistant (who shares her work time with the Athletic Training Program) - Copying materials for classes or documents for the Social Work Program - Filing - Assisting with bulletin board postings - Assisting with program-related flyer postings throughout campus - Facilitating the check-out procedure for video camera & memory card use by program students - Assuring video cameras are charged and ready for check-out - Assisting with program events - Additional tasks as assigned by Program Director, Field Education Director, or Program Administrative Assistant

Required Skills:

Basic office skills

Cumulative GPA: None

Major Requirement: None

Nights or Weekends Required? No

Supervisor Name: Jodi DiMarco

Application Link: <https://acstudentemployment.wufoo.com/forms/ky1sv9l16ktxyx/>

Adrian College is an Equal Opportunity Employer



Job Title: Valade Office Worker

Department: Valade Hall

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Filing, copying, scanning, answering telephone and taking messages, running errands on campus, computer work, sorting mail, assist in keeping work areas clean and professional, clerical support for specific faculty upon request.

Required Skills:

General knowledge of the above tasks.

Cumulative GPA: n/a

Major Requirement: n/a

Nights or Weekends Required? No

Supervisor Name: Sheri Wilt

Application Link: <https://acstudentemployment.wufoo.com/forms/k14blv0219rxs5n/>

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Job Title: ACC/BUS/ECON Department student asst

Department: Accounting, Business, and Economics

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Organize and input data to support college course and department assessment process. Develop course materials (handouts, forms, etc.) under direction of faculty. Develop internal and external communication pieces under direction of faculty. Make copies of materials and communications. Communicate with other college offices (in person, using telephone, using email) to support projects and committee assignments of faculty. Help faculty grade homework and objective portions of exams. Act as a liaison in a professional manner with students, staff, and visitors when faculty are not in offices. To the assistants' abilities tutor accounting, business and economic concepts to other students.

Required Skills:

Be punctual. Be responsible. Be professional. Use of Microsoft Office software. Use of duplicating equipment. Be able to lift up to 20 pounds. Above average written and oral communication skills. Good decision making abilities. Ability to follow directions.

Cumulative GPA: minimum of 3.00

Major Requirement: Accounting, Business, or Economics

Nights or Weekends Required? No

Supervisor Name: Keith Cristy

Application Link: <https://acstudentemployment.wufoo.com/forms/z1upno9f1dxja8i/>

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Job Title: Biology Stockroom worker

Department: Biology

Start Date: August 28, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

- Glassware cleaning - Set-up and take-down of laboratory classes - Media prep - Chemical solution prep - Chemical inventory - Laboratory cleaning - Aquaponic system maintenance

Required Skills:

Cumulative GPA: N/A

Major Requirement: Biology preferred, but not required

Nights or Weekends Required? No

Supervisor Name: Kirk Kopper

Application Link: <https://acstudentemployment.wufoo.com/forms/zlauke70i6rrgs/>

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Job Title: Inst. for Creativity Clerical Support

Department: Creativity Office

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Filing, copying, scanning, answering telephone and taking messages, running errands on campus, computer work, sorting mail, assist in keeping work areas clean and professional, clerical support for specific faculty upon request

Required Skills:

Ability to follow directions then work independently and accurately, reliable, trustworthy, takes initiative, helpful, friendly, & proficient utilizing Word, Excel, and PowerPoint

Cumulative GPA: 2.5

Major Requirement: N/a

Nights or Weekends Required? No

Supervisor Name: Jennifer Ellsworth

Application Link: <https://acstudentemployment.wufoo.com/forms/z1sjltrc1ctmemi/>

Adrian College is an Equal Opportunity Employer



Job Title: Institute for Ethics - Research Assistant

Department: Ethics

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Assist Dr. Spence with an "organization and leadership ethics" research project.

Required Skills:

Research & Writing

Cumulative GPA: 3.3 - 3.4

Major Requirement: Business or Philosophy

Nights or Weekends Required? No

Supervisor Name: Jim Spence

Application Link: <https://acstudentemployment.wufoo.com/forms/z1lsv4630r0d1ig/>

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Job Title: Band Clerical Assistants

Department: Band - Music

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

These persons will help Dr. Marks with music library, sheet music distribution, office organization, photocopying, preparations for special events (such as recruiting or visiting artists), band uniform distribution, instrument loan agreement form collection, and other administrative tasks as assigned. A typical school week would require 4 to 6 hours of clerical assistance.

Required Skills:

Word/Excel - school band experience and current band participation preferred

Cumulative GPA: n/a

Major Requirement: music

Nights or Weekends Required? Yes

Supervisor Name: Marty Marks

Application Link: <https://acstudentemployment.wufoo.com/forms/z2k95qg03tbamh/>

Adrian College is an Equal Opportunity Employer



Job Title: Adrian College Pep Band

Department: Band - Music

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

- Attend rehearsals and events on the provided schedule - Wear the uniform in public performance - Ensure your section part is covered when you have a conflict with an event - Assist with administrative duties in the band department when available - Selected personnel would also assist Dr. Marks with other band related administrative or student leader responsibilities. The Pep Band schedule will be published no later than the 2nd week of the fall semester.

Required Skills:

Students with band experience and permission from Dr. Marks may join the group. Each is expected to attend rehearsals and performances, and to wear the pep band uniform at events.

Cumulative GPA: n/a

Major Requirement: n/a

Nights or Weekends Required? Yes

Supervisor Name: Marty Marks

Application Link: <https://acstudentemployment.wufoo.com/forms/z1ocpi704wc5x3/>

Adrian College is an Equal Opportunity Employer



Job Title: Academic Services Office Assistant

Department: Office of Academic Services

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Position Overview • Work at the front desk in Academic Services Office. Serve visitors by greeting, welcoming, and directing them appropriately; answer the phone and take messages • Drive the Accessibility Cart (Lola) • Deliver material to various offices on campus, especially between the Testing Center, professors, and the Academic Services Office • Maintain and clean the office environment • Assist in all daily activities of the office Essential Job Functions • Drive the Accessibility Cart (Lola) • Deliver material to various offices on campus, especially between the Testing Center, professors, and the Academic Services Office • Maintain and clean the office environment • Welcome visitors by greeting them in person or on the telephone • Answer or refer inquiries • Maintain copier: fill paper trays, troubleshoot problems, assist with making copies • File student records • Create promotions for office events • Attend staff meetings and trainings for work study • Assist in the daily operations of the office

Required Skills:

Working Conditions • The Office Assistant must have the ability and willingness to drive the Accessibility Cart (Lola), an oversized handicapped accessible golf cart. Training will be provided • The Office Assistant represents the Office of Academic Services and Adrian College; proper dress, service, and phone skills are vital • All scheduled hours must be worked unless there is an emergency • The Office Assistant must be aware of the confidential nature of a good portion of their work in Academic Services. The office upholds the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232G; 34 CFR Part 99) which is a Federal law that protects the privacy of student education records Other Skills/Abilities • Ability to drive golf cart (will train) • Dedication to helping fellow students, exemplary customer service, as well as problem solving, listening, phone, multi-tasking, and organizational skills are a must • Respect for fellow students, co-workers, professional staff, faculty, administrative staff, and all office visitors valued above all

Cumulative GPA: none

Major Requirement: none

Nights or Weekends Required? Yes

Supervisor Name: Elizabeth Graham

Application Link: <https://acstudentemployment.wufoo.com/forms/zvrxp812hjsv/>

Adrian College is an Equal Opportunity Employer



Job Title: Communications Office Assistant

Department: Communication Arts and Sciences

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Each student would be in charge of making copies for faculty, answering the phone, sorting mail, small projects around the building such as putting classrooms back in order and researching purchases for the department and other projects that need completed. We only have a regular administrative assistant a couple hours a day at most.

Required Skills:

Microsoft Office Ability to answer the phone in a polite manner Willingness to learn and follow direction Ability to show up on time to work Will train: How to use copier/scanner and other office tasks specific to Rush Hall

Cumulative GPA: 3.3

Major Requirement: Communications

Nights or Weekends Required? No

Supervisor Name: Christy Mesaros-Winckles

Application Link: <https://acstudentemployment.wufoo.com/forms/z13ksysl16saz02/>

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Job Title: WVAC Social Media Web Coordinator

Department: Communications Arts and Sciences

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Update the WVAC website and social media accounts This includes: New staff bios, new stories, new COM 109 radio shows and new radio shows for 2017-2018 academic year Post daily status updates on social media accounts Work from Rush main office and answer phone as well as work on web content.

Required Skills:

Knowledge of Wordpress Copy editing skills Time management skills Ability to answer the phone Willingness to learn and accept instruction

Cumulative GPA: 3.3

Major Requirement: Communications

Nights or Weekends Required? No

Supervisor Name: Christy Mesaros-Winckles

Application Link: <https://acstudentemployment.wufoo.com/forms/z16xjcs41h592xd/>

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Job Title: Theatre Shop Assistant

Department: Theatre and Dance

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Shop assistants are responsible for providing technical support for all areas of theatre production and maintenance. Must be able to learn and carry out safe scenic, lighting, prop and costume construction techniques. Prior knowledge of theatre is helpful, but not necessary: most skills for the job can be taught. Must be able to multi-task and self-motivate. Must be able to perform (with necessary instruction) a variety of physical duties, including but not limited to: operate power and hand tools, paint (lay-in and scenic), lift heavy objects by self and/or with team members, deal with a potentially messy environment, and clean up after yourself. Must maintain a positive attitude toward other employees and students. Available Work Hours/Work Days: Monday, Wednesday, Friday 1:00-5:00 pm, Tuesday, Thursday 2:30-5 and occasional evenings and weekends. You set your own hours.

Required Skills:

Most skills can and will be taught on the job! 1. Scenic, lighting, prop, and costume construction working from drawings and instruction supplied by the Technical Director, designers, and other student staff. 2. Work with other student Work-study employees as well as lab students and volunteers to complete projects. 3. Maintain and operate inventory of materials and supplies. 4. Maintain a safe environment for self, other workers and guests of the theatre.

Cumulative GPA: n/a

Major Requirement: n/a

Nights or Weekends Required? Yes

Supervisor Name: Annissa Morgensen-Lindsay

Application Link: <https://acstudentemployment.wufoo.com/forms/z1egg9ad160iliu/>

Adrian College is an Equal Opportunity Employer



Job Title: Mahan Office Support and Design Team Member

Department: Art and Design, Interior Design, Theatre

Start Date: Aug 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Assist with general office and design related assignments for the Departments of Art and Design, Interior Design, and Theatre. We offer a combination of practical/creative work skills in a sometimes fast paced office. General Office Duties: Assist with office-related duties as assigned. For example: generate letters, printing and copying requests, supply inventory, and ticket sales. Design Duties: Assist in the creation of departmental related media. For example: Assist in the design and creation of department related media (posters, tickets, brochures, programs, postcards, and table tents).

Required Skills:

Student workers should have experience or be interested in learning Adobe Creative Suite programs such as In Design, Illustrator, and Photoshop. Students will also use Word, Excel, Weebly and Google calendar regularly. Students should have good writing and proofreading skills, be self-motivated, and professional. Office Hours are from 7:30 – 3:30 Mon – Through

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Johanna Hanley

Application Link: <https://acstudentemployment.wufoo.com/forms/zc1me61sw3ngk/>

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Job Title: Office and Media Assistant

Department: CORE

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

General Duties: Assist with office-related duties as assigned. Primary duties include providing clerical support to CORE program faculty, assist in maintaining and updating CORE Weebly page, assist in making CORE related media (videos, photography).

Required Skills:

Preference will be given to students who have navigated the CORE program and/or have a strong understanding of campus programs and services. Student workers should have experience or be interested in learning Adobe Creative Suite programs such as In Design, Illustrator, and Photoshop. Students will also use Word, Excel, Weebly and Google calendar regularly. Students should have good writing and proofreading skills, be self-motivated, and professional.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Johanna Hanley

Application Link: <https://acstudentemployment.wufoo.com/forms/z1vmqvs1tem4bz/>

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Job Title: College Choir Assistant

Department: Music

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The College Choir student worker provides assistance to the director by maintaining the choir library. Other tasks may include assembling choir folders, numbering music, making photocopies, and general clerical support.

Required Skills:

Qualifications: - Member of the College Choir - Organized and self-motivated - Working knowledge of EXCEL data software

Cumulative GPA: n/a

Major Requirement: n/a

Nights or Weekends Required? No

Supervisor Name: Tom Hodgman

Application Link: <https://acstudentemployment.wufoo.com/forms/z2gi9k11qkucp6/>

Adrian College is an Equal Opportunity Employer



Job Title: Music Recruitment Assistant

Department: Music

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The Music Recruitment Assistant assists in assembling and labeling materials to be sent to prospective students. Other duties include maintaining a database in EXCEL and clerical work in the Music Office.

Required Skills:

Qualifications: - Involvement in Music ensembles - Organized and self-motivated - Working knowledge of EXCEL data software

Cumulative GPA: n/a

Major Requirement: Music

Nights or Weekends Required? No

Supervisor Name: Tom Hodgman

Application Link: <https://acstudentemployment.wufoo.com/forms/z17tksm51y9mtb9/>

Adrian College is an Equal Opportunity Employer



Job Title: Chemistry Laboratory Assistants

Department: Chemistry

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

As an Introductory Chemistry Assistant in the Chemistry Department, the Student will be responsible for making solutions and other general preparation for lab experiments. And will keep an orderly prep area and properly label all solution bottles with initials, date, and chemical. Also, may be asked to do general clean-up (clean glassware, balances, etc...) or maintenance of some lab equipment. Students will be responsible for grading pre-labs promptly and obtaining the answer key from faculty members. Must have prior chemistry classes and be reliable.

Required Skills:

Cumulative GPA: N/A

Major Requirement: No, but Chemistry is preferred

Nights or Weekends Required? No

Supervisor Name: Brittney Cole

Application Link: <https://acstudentemployment.wufoo.com/forms/zqygt1w10eg77t/>

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Job Title: Ribbons of Excellence Program Asst

Department: Ribbons of Excellence

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Students who work in the ROEP must have a cheerful nature. They need to be detail oriented with an interest in technology, education, conferences, or creative projects. Duties: Office tasks as requested by faculty, Electronically collate abstracts for the program, Assist in time block scheduling for presentations, Copy documents, Stuff envelopes, Collate documents, Type/scan letters/memos, Update contact lists (faculty, staff, student), Type/send emails, Design flyers for ROEP use on campus, Assist in the creation various documents as requested by faculty (pertaining to the ROEP Program), Package gift items, Work during the day of the ROEP program to assist with registration and delivery of materials.

Required Skills:

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Elizabeth McGaw

Application Link: <https://acstudentemployment.wufoo.com/forms/z1usxbi81nv237b/>

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Job Title: Technical Services Assistant

Department: Shipman Library

Start Date: August 21, 2017, or later

Number of hours per week: 5-6/week

Job Description/Responsibilities:

Student will provide assistance in the following areas: technical services, interlibrary loan and periodicals. Technical Services. Processes new materials for the shelves (labeling, stamping, security stripping, and book covers for books, CDs, and DVDs); processes materials for withdrawal (marking out, desensitizing, stamping books for withdrawal). Files cataloging slips. Other tasks as assigned. Interlibrary Loan. Prepares materials for mailing. Scans or copies articles. Files interlibrary loan slips. Other tasks as assigned. Periodicals. Processes new issues of periodicals for the shelves (stamping, security stripping). Shelves new periodical issues and moves older issues from current periodicals to the periodicals stacks. Daily pick-ups, statistics, re-shelving of periodicals and newspapers. Processes new newspaper issues for the shelves (checking in, sorting, stamping). Withdraws old newspapers. Makes sure that periodicals are filed correctly. Other tasks as assigned.

Required Skills:

Detail-oriented. Previous library experience preferred.

Cumulative GPA: 3.0

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Elizabeth Maertens

Application Link: <https://acstudentemployment.wufoo.com/forms/z3jmiq0028tmk6/>

Adrian College is an Equal Opportunity Employer



Job Title: Circulation Desk Assistant

Department: Shipman Library

Start Date: August 21, 2017, or later

Number of hours per week: 5-6

Job Description/Responsibilities:

Public service: Provide patrons w/ directional assistance including locating materials; answer or refer questions to librarians; and answering phones. Checks out materials. Renews materials. Accepts and records payment of fines. Processes returned materials. Shelves materials. Monitors shelves to make sure books and audio-visual materials are filed correctly. Assists with photocopying machine, printers, and scanners. Other tasks as assigned.

Required Skills:

Must be well-organized, comfortable with computers and have an eye for detail. This is a service-oriented position where good customer relations are a priority.

Cumulative GPA: 3.0

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Elizabeth Maertens

Application Link: <https://acstudentemployment.wufoo.com/forms/zfy4fka1efewun/>

Adrian College is an Equal Opportunity Employer



Job Title: Peelle/Jones Office Asst.

Department: Peelle Hall

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Answer phones, make copies, do computer work (i.e. searches, mailings, etc), Assist faculty with special projects as needed

Required Skills:

Have a working knowledge of computers (word and excel) Must be personable with good attitude Dependable

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Coelina Byers

Application Link: <https://acstudentemployment.wufoo.com/forms/z1a53zo10u0zkus/>

Adrian College is an Equal Opportunity Employer



Job Title: Psychology Department Assistant

Department: Psychology

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Assist faculty with requests concerning class preparation and research. Must be proficient in SPSS and Excel.

Required Skills:

Cumulative GPA: 3.0

Major Requirement: Psychology Major

Nights or Weekends Required? No

Supervisor Name: Stacey Todaro

Application Link: <https://acstudentemployment.wufoo.com/forms/zz1nbeu0j26391/>

Adrian College is an Equal Opportunity Employer



Job Title: Math Lab Tutor

Department: Mathematics

Start Date: August 28, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Math Lab tutors assist students in various subject areas: developmental math, intermediate and college algebra, trigonometry, and calculus. The tutor facilitates learning as a guide and coach to assist students to become successful, independent learners. The purpose of tutoring is to increase and enhance mastery of concepts. Tutors integrate effective study and learning strategies to maximize the tutee's potential for academic success.

Required Skills:

Successful completion of Math 205 (Calculus & Analytic Geometry II) with a grade of B or higher

Cumulative GPA: 3.0

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Elizabeth Lamprecht

Application Link: <https://acstudentemployment.wufoo.com/forms/zwebyeg0dblsmv/>

Adrian College is an Equal Opportunity Employer



Job Title: Animal Caregiver

Department: Biology

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Work as an Animal Caregiver for Michigan International Speedway and Adrian College Science Track and Explore Program. This partnership brings area schools (elementary, middle, and high school) to Michigan International Speedway for a field trip experience. Adrian College Students will direct programs for these groups and the Animal Caregiver will provide maintenance and care for the small mammals, reptiles, and amphibians. Job Duties Care & General Duties • Daily care of animals: feeding, cleaning, etc. • Provide daily paperwork of maintenance and care for animals

Required Skills:

• Able to work independently and problem solve. • Strong willingness and hopefully experience working with animals. • At least one biology course at Adrian College. - Absolute reliability and ability to show up regularly. - Willingness to get your hands dirty cleaning.

Cumulative GPA: 2.5

Major Requirement: None

Nights or Weekends Required? Yes

Supervisor Name: Jeffrey Lake

Application Link: <https://acstudentemployment.wufoo.com/forms/zmkk48w1ms1jvz/>

Adrian College is an Equal Opportunity Employer



Job Title: Greenhouse and Botanical Garden Plant Caretaker

Department: Biology

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Student worker will care for living botanical collection in the AC Greenhouse and Botanical Garden, including watering, pest control, weeding, fertilizer application. Will build and maintain specimen database, as well as perform other duties needed to keep collections running successfully. Need to have a curiosity about plants and biology, and an attention to detail. Must be willing to work regularly so that plants do not perish. Job Duties • Care for living plants, particularly regular waterings • Weeding • Application of fertilizer and pest control programs • Transplant plants as needed. • Database maintenance and updates

Required Skills:

• Able to work independently and problem solve. • Biology or ESS major preferred • Experience caring for plants preferred.

Cumulative GPA: 2.5

Major Requirement: None

Nights or Weekends Required? Yes

Supervisor Name: Jeff Lake

Application Link: <https://acstudentemployment.wufoo.com/forms/z1j9619h05q9zr5/>

Adrian College is an Equal Opportunity Employer



Job Title: Herbarium Student Curator

Department: Biology

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Student worker will work with dried herbarium specimens, checking for and treating insect infestations, databasing specimens, reordering specimens to reflect modern systematic classification, and help train and oversee other herbarium students, as well as other duties needed to keep herbarium running successfully. Need to have a curiosity about plants and biology, and an attention to detail. Job Duties • Maintenance and repair of irreplaceable museum specimens that are up to 100 years old. • Application of conservation principles, including use of pest traps. • Database maintenance and updates

Required Skills:

- Able to work independently and problem solve.
- Sophomore or higher standing
- Biology or ESS major preferred
- Experience with computer database work in Excel or Access preferred.

Cumulative GPA: 2.5

Major Requirement: Biology

Nights or Weekends Required? No

Supervisor Name: Jeffrey Lake

Application Link: <https://acstudentemployment.wufoo.com/forms/z160lqez02zhp11/>

Adrian College is an Equal Opportunity Employer



Job Title: Insect Museum Curator

Department: Biology

Start Date: August 21, 2017, or later

Number of hours per week: 4-6

Job Description/Responsibilities:

Insect Museum Curator: Duties involve maintaining and curating the Adrian College insect collection. - Care and feeding of fish and invertebrates - Data entry and record keeping - Organization of laboratory materials relevant to the insect/invertebrate collection.

Required Skills:

Attention to detail, manual dexterity, some knowledge of Invertebrate taxonomy helpful. Also must be reliable.

Cumulative GPA: 3.0

Major Requirement: Biology or Environmental Science

Nights or Weekends Required? No

Supervisor Name: Jim Martin

Application Link: <https://acstudentemployment.wufoo.com/forms/z1igg6711hnqjzt/>

Adrian College is an Equal Opportunity Employer



Job Title: Valade Gallery Student Worker

Department: Dept. of Art and Design

Start Date: August 21, 2017, or later

Number of hours per week: 4-6

Job Description/Responsibilities:

Student workers must be willing to attend Valade Gallery during open hours, greeting and assisting gallery visitors. They must also be willing to perform a variety of behind the scenes gallery tasks. Student workers do not have to be Dept. of Art and Design students. While in the gallery attendants often perform scanning, sorting, organizing and other administrative tasks

Required Skills:

Duties: The Valade Gallery workers will be called upon to do the following activities: -Open and close the Valade gallery, following provided standards -Greet Gallery visitors and assist them with questions -Assist the Gallery Director with installation and deinstallation of exhibitions. Tasks will include moving pedestals, patching and painting walls, hanging art and basic tool use (no prior experience necessary) -Scanning, sorting, and organizing gallery archives, as well as other administrative tasks as needed for Valade Gallery and the Dept. of Art and Design Valade Gallery requires 8-9 student workers to provide coverage for the regular gallery hours of Monday, Tuesday, Wednesday and Friday from 10 – 5, Thursday from 10-7, and Saturday from 10-3.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required?

Supervisor Name: Elspeth Schulze

Application Link: <https://acstudentemployment.wufoo.com/forms/z6u5gk072zas7/>

Adrian College is an Equal Opportunity Employer



Job Title: Digital Team Student Worker

Department: Dept. of Art and Design

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Job Description: Variety of digital related tasks. Student workers must be detail oriented and have some basic familiarity with Adobe Suite. They do not have to be Dept. of Art and Design students.

Required Skills:

Duties: Digital Team workers will be called upon to do the following activities: -Take images of student work, Dept. of Art and Design events, Gallery exhibitions, and more -Edit, organize, and archive these images -Create publicity materials for various Dept. and Gallery events -Assist students with project questions in the MacLab

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required?

Supervisor Name: Travis Erxleben

Application Link: <https://acstudentemployment.wufoo.com/forms/z1mrao3s17man51/>

Adrian College is an Equal Opportunity Employer



Job Title: Dept. of Art and Design General Student Worker

Department: Dept. of Art and Design

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Job Description: Student workers must be willing to assist the Dept. in a various capacities, as well as be detail oriented and thorough. They do not have to be Dept. of Art and Design students. Training will be provided for all positions.

Required Skills:

Duties: General student workers will be called upon to do the following activities: -Ceramics - Load kilns, mix clay, mix glazes, clean and organize materials and studios, inventory supplies -Wood shop – clean and organize the studio space, inventory materials, routine maintenance to equipment -Organize, clean, and set up studios and spaces in Mahan Hall -Various administrative tasks.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Travis Erxleben

Application Link: <https://acstudentemployment.wufoo.com/forms/z1uxg9iw1t7e4fn/>

Adrian College is an Equal Opportunity Employer



Job Title: Dept. of Art and Design Research Assistant

Department: Dept. of Art and Design

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Job Description: Variety of research projects, both large and small. Student workers must be detail oriented, thorough, and possess basic research skills as well as the ability to work independently. They do not have to be Dept. of Art and Design students. Students will also be able to perform scanning, sorting, organizing and other administrative tasks.

Required Skills:

Duties: Dept. of Art and Design Research Assistant workers will be called upon to do the following activities: - Utilize library and web based research tools -Assist faculty members with research, scanning, sorting and organizing information -Assist faculty members with a variety of administrative tasks as needed in addition to research

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Travis Erxleben

Application Link: <https://acstudentemployment.wufoo.com/forms/z1gkdb2t0v8eath/>

Adrian College is an Equal Opportunity Employer



Job Title: Teacher Education Dept. Student Worker

Department: Teacher education

Start Date: Aug 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Office Assistant in the Teacher Education Department, reporting directly to Department Certification Officer. Student workers will be expected to perform various duties specific to clerical and academic department support. Student workers will be expected to perform varying degrees of manual labor, clerical duties including but not limited to: filing, copying, mailing, updating spreadsheets, updating informational materials, developing and producing bulletin boards, and research. This job has a responsibility to adhere to the Confidentiality Agreement that each worker will be asked to sign.

Required Skills:

- professional communication skills - proficiency with Microsoft Office - flexibility

Cumulative GPA: 2.5

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Julie Sinkovitz

Application Link: <https://acstudentemployment.wufoo.com/forms/z11u6yhw13krjr5/>

Adrian College is an Equal Opportunity Employer



Job Title: Linguistics Lab Assistant

Department: Modern Languages & Cultures

Start Date: August 28, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

LRC lab assistants monitor the use and security of the lab during open hours. Assistants provide technical support to lab users, assist with MLC faculty projects (e.g., research, promotional materials, pedagogical materials development, etc.), perform application and hardware testing as needed, and occasionally provide light cleaning (dusting) of equipment. Assistants may be asked to serve (voluntarily) as participants or research assistants in IRB-approved research.

Required Skills:

An interest in technology is obviously required; a strong background in technology and multiple operating systems (Linux, Mac, Windows) is preferred (although technology training is provided as needed). LRC computers do not offer user interfaces in English. Lab assistants should therefore have a strong interest in foreign languages; preference is given to MLC majors, minors, and applicants with a background or strong interest in foreign languages and/or linguistics. Assistants must be professional workers who are punctual, work independently and conscientiously, exhibit good interpersonal skills, and arrive to work dressed appropriately.

Cumulative GPA: N/A

Major Requirement: MLC Preferred

Nights or Weekends Required? No

Supervisor Name: Seth Knox

Application Link: <https://acstudentemployment.wufoo.com/forms/ztfaz6a0lylv00/>

Adrian College is an Equal Opportunity Employer



Job Title: Orchestra Student Worker

Department: Music

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Inventory all music. Updating, correcting existing excel files, inventory of all materials that are distributed for rehearsals, numbering of parts, inventory of parts, assignment of parts, removing old labels and adding new labels, preparing and xeroxing of materials for three major concerts, inventorying and collection of all materials distributed then final reorganization and placement back into files. New materials that are purchased must also be entered into the excel file, labeled, numbered, stamped and inventoried.

Responsible for set-up and all movement of chairs and stands for bi-weekly rehearsal set up and tear down as well as concert preparation. Oversees movement of all equipment including music stands, orchestra lights and subsequent electrical chords, podiums and risers. In addition, this individual is responsible for the compilation of 1,000 packets of recruiting materials for the orchestra, labeling of business cards, applications and stuffing of envelopes. This is an ongoing year round task.

Required Skills:

Patience and persistence. Must be able and willing to think ahead. This job requires much pre-planning and time management. Needs to be familiar with music terminology and have knowledge of Italian and French and some German music terms. These individuals must be relentless in the tasks that need to be performed and willing to take direction from the director. Organizational skills, time management, anticipatory skills and the ability to work well with others as well as problem solving skills. Must be familiar with operations of an orchestra.

Cumulative GPA: 2.5

Major Requirement: Music

Nights or Weekends Required? Yes

Supervisor Name: Valerie Palmieri

Application Link: <https://acstudentemployment.wufoo.com/forms/zh477qj1poa55z/>

Adrian College is an Equal Opportunity Employer



Job Title: Japanese Studies Assistant

Department: Modern Languages and Cultures

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Duties include: Filing, copying, running errands on campus, talking with students about studying abroad, some tutoring, computer work, and clerical support for faculty upon request

Required Skills:

Required skills: At least two years of Japanese study completed. Must have study abroad experience. Ability to follow directions then work independently and accurately, reliable, trustworthy, takes initiative, helpful, friendly

Cumulative GPA: N/A

Major Requirement: Japanese Studies

Nights or Weekends Required? Yes

Supervisor Name: Bryan Bott

Application Link: <https://acstudentemployment.wufoo.com/forms/z1r701kz0ldfvo8/>

Adrian College is an Equal Opportunity Employer



Job Title: Assistant to Director of ACCE

Department: CORE

Start Date: August 21, 2017, or later

Number of hours per week: 6 hrs

Job Description/Responsibilities:

The responsibilities of this position include assisting the director with program projects including the development of the ACCE website, bookmark, pamphlet, newsletter, etc. This job also includes assisting with the CORE Preceptor Program and CORE-sponsored events.

Required Skills:

The student must have outstanding written communication skills and be able to work independently with initiative on complex, research-driven tasks. In addition to being very organized and skilled at time-management, the successful applicant must also have extensive experience using google docs and other commonly used software.

Cumulative GPA: 3.6

Major Requirement: CORE/English

Nights or Weekends Required? No

Supervisor Name: Bethany Shepherd

Application Link: <https://acstudentemployment.wufoo.com/forms/z14bt0jl0i6pdam/>

Adrian College is an Equal Opportunity Employer



Job Title: Student Worker for Academic Affairs

Department: Academic Affairs

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Example of Duties: This position is responsible for assisting the Academic Affairs Office. Duties will include management of guests, telephone calls and messages, filing, copying, and event planning. Other duties may be assigned as needed throughout the school year. Will need to be able to work all Academic Affairs sponsored events. If hired a list of events will be provided to you for the upcoming year. Qualifications: Proficiency in Microsoft Word and Excel is required. Accuracy and attention to detail are a must. The ability to communicate effectively, both orally and in writing, with frequent interruptions is required. *Students must currently have (and must maintain) a minimum 3.5 GPA. All workers must be willing to sign a confidentiality agreement prior to beginning work in this office. *Exceptions may be approved by Dr. Agnes Caldwell. Incoming freshmen must have had a minimum 3.5 GPA or better in order to work in this office. Physical Requirements: Within normal bounds of an office environment. Professional Conduct: • Work Study students are not allowed to text or use their cell phones during their scheduled shift. • If there is no work available for you to do when you arrive for your shift, we will ask other departments if they are in need of assistance. If no one has work for you to do, you may be asked to take the day off. • You are not allowed to do your homework or other non-relevant work while working for the Office of Academic Affairs. Dress code/Attire: If hired dress code will be provided to you.

Required Skills:

Cumulative GPA: 3.5

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Melissa Freshcorn

Application Link: <https://acstudentemployment.wufoo.com/forms/z4iohc10d8gyg/>

Adrian College is an Equal Opportunity Employer



Job Title: Invasive Species Management Worker

Department: Biology

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

These workers will work at the Adrian College Biological Station to remove invasive species. This involves substantial physical labor, including cutting of plants, application of pesticides, and other challenging work.

Required Skills:

Reliability Ability to carry out physical labor Ability to identify invasive species (will be trained) Attention to detail

Cumulative GPA: None.

Major Requirement: None

Nights or Weekends Required? Yes

Supervisor Name: Jeffrey Lake

Application Link: <https://acstudentemployment.wufoo.com/forms/zrspbg61if96cr/>

Adrian College is an Equal Opportunity Employer



Job Title: Writing Center Tutor

Department: English

Start Date: Aug. 28, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Tutor Adrian College students with their writing (all levels, courses, and abilities) in accordance with the mission of the Writing Center. Schedule and maintain regular working hours in the Writing Center. Attend and participate in staff meetings and training sessions. Assist in maintaining records for the Writing Center and other administrative tasks as required. Represent the Writing Center and its services to faculty/classes as needed.

Required Skills:

Excellent written and oral communication skills. Desire and ability to help others in a professional, patient, and kind way. 3.5 GPA or above in Engl. 101 or AF I (or equivalent). Successful completion of a Writing Intensive course preferred.

Cumulative GPA: 3.5

Major Requirement: no

Nights or Weekends Required? No

Supervisor Name: Linda Learman

Application Link: <https://acstudentemployment.wufoo.com/forms/z1nmcr5d0qoj1n8/>

Adrian College is an Equal Opportunity Employer



Job Title: Research/Clerical Assistant

Department: Modern Languages and Cultures

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Research • Consult databases to conduct research for academic articles. Request and pick up academic journal articles from Shipman library/interlibrary loan. • Search for texts at library, databases; request texts through Shipman/interlibrary loan. • Other research tasks as assigned. Clerical • Scan/copy documents. • Process and print first day of class student inventory sheets. Set up form online. • Alphabetize/staple homework assignments. • Construct/design sign in sheets for select courses. • Construct and format mid-semester evaluations, place online, synthesize data once evaluations are complete. • Other clerical tasks as assigned.

Required Skills:

Must have: • Excellent organization skills • Ability to thoroughly complete tasks • High initiative • Excellent time management skills • High reliability • Passed Span 1 & 2 with a “B” or above

Cumulative GPA: 3.5

Major Requirement: Spanish

Nights or Weekends Required? No

Supervisor Name: Aida Valenzuela

Application Link: <https://acstudentemployment.wufoo.com/forms/z1nm7pf0j2zf6f/>

Adrian College is an Equal Opportunity Employer



Job Title: Academic Services Student Office Assistant

Department: Academic Services

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Work directly with supervisor to assist with all aspects of the Special Programs (AC PASS, ACES, Operation Education) - Work responsibilities include, but are not limited to: o Assist with end of the semester reports o Create promotions for program events o Answer questions and serve as a mentor for first year students in the office as needed. o Other duties as assigned - Deliver material to various offices on campus, especially between the professors and the Academic Services Office in relation to the STARS Report - Assist in all daily activities of the office - Must attend staff meetings and trainings for work study

Required Skills:

- Dedication to helping fellow students, exemplary customer service, as well as problem solving, listening, phone, multi-tasking, and organizational skills are a must. - Respect for fellow students, co-workers, professional staff, faculty, administrative staff, and all office visitors valued above all.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Elizabeth Fraker

Application Link: <https://acstudentemployment.wufoo.com/forms/zil6fon1h4rb2b/>

Adrian College is an Equal Opportunity Employer



Job Title: Music Theory Assistant

Department: Music

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Assist with organization and grading of freshman- and sophomore-level music theory homework. Other music theory-relevant skills as required.

Required Skills:

Candidate must have successfully completed MUS 202 (Theory IV). Student must be honest, mature, and reliable.

Cumulative GPA: 3.0

Major Requirement: Music

Nights or Weekends Required? No

Supervisor Name: Pete Ford

Application Link: <https://acstudentemployment.wufoo.com/forms/z1hblnxv107sr6i/>

Adrian College is an Equal Opportunity Employer



Job Title: Director of Radio Operations/Station Manager

Department: Communication/Rush Broadcasting

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Programming station/creating new programming Schedule programs (COMM 109, Staff, and all other) Oversee all materials aired Help with Federal Communication Commission Compliance Help with music licensing reporting Select, download, label and load music into automation. Schedule music and create playlists.

Required Skills:

Proficient at operating WVAC air console. Proficient at operating WVAC broadcast equipment. Proficient at operating WVAC remote production equipment. Proficient at operating ZARA automation. Proficient at creating basic radio production elements (promos, PSAs, bumpers, etc).

Cumulative GPA: 2.75

Major Requirement: Communication

Nights or Weekends Required? Yes

Supervisor Name: Steve Shehan

Application Link: <https://acstudentemployment.wufoo.com/forms/ziyarct1ek4kh4/>

Adrian College is an Equal Opportunity Employer



Job Title: Social Media and Streaming Content Director

Department: Communication/Rush Broadcasting

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Create and update Communication Arts web page. Screen student productions for posting. Weekly postings of new audio, video and stills. Daily Tweets, Posts on FaceBook, and InstaGram Popularize the radio station and student productions via on-line.

Required Skills:

Proficient in using SNO website software. Proficient in still photography. Proficient in creating and modifying audio, video and still elements to meet on-line format, codec, and size specifications. Proficient in audio, still, and video production and editing. High degree of proficiency in writing and editing written material to be used in webpage and other on-line materials.

Cumulative GPA: 2.75

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Steve Shehan

Application Link: <https://acstudentemployment.wufoo.com/forms/z1bcdm7p15jh2zn/>

Adrian College is an Equal Opportunity Employer



Job Title: News Director

Department: Communication/Rush Broadcasting

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Create Weekly Radio Community Calendar radio news program. Produce daily radio 5 minute newscast. Create audio news reports. Host weekly live radio show "This Week In Review." Host news segment of television production. Schedule and load newscasts into ZARA automation system.

Required Skills:

Proficient in operating WVAC radio production equipment. Proficient in audio production. Proficient in radio production. Proficient in operating WVAC phone recording system. High degree of proficiency at broadcast-style writing. Ability to meet deadlines and stay current on Adrian College events.

Cumulative GPA: 2.75

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Steve Shehan

Application Link: <https://acstudentemployment.wufoo.com/forms/z1e7nan80bgen15/>

Adrian College is an Equal Opportunity Employer



Job Title: Director of Remote Broadcasts

Department: Communication Arts/ Rush Broadcasting

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Oversees Simulcast of ACTV sporting events. Oversee all remote productions Create remote broadcast events (“Talent on the Terrace,” Pre-Spring Concert, etc.) Produce remote broadcast events. Coordinate with Sports Director re “Game of The Week” Training Rush Broadcasting staff on remote equipment use.

Required Skills:

Proficient in operating WVAC OneZip Remote Equipment. Proficient in operating all WVAC radio equipment. Proficient in operating WVAC board phone system. Proficient at operating WVAC studio recording equipment. Proficient at producing (setting up) remote broadcast events.

Cumulative GPA: 2.75

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Steve Shehan

Application Link: <https://acstudentemployment.wufoo.com/forms/zxflh6n0px4h81/>

Adrian College is an Equal Opportunity Employer



Job Title: Sports Director

Department: Communication/Rush Broadcasting

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Co-Produce all sporting event radio remotes (EX. Football, Volleyball, etc) w/ Remote Broadcast Director. Assign interviews and reports and editing there of. Host weekly Radio Sports shows Schedule games and sports shows Train Play-by-Play and Color Announcers Do Play-by-Play and Color announcing Works with Remote Director to air ACTV simulcasts. Monitor highlight logs.

Required Skills:

Proficient at operating OneZip remote broadcast equipment. Proficient at operating WVAC radio broadcast equipment. Proficient at audio production and editing. Proficient at scheduling, planning, and managing events. Possess the ability to work with fellow announcers. Demonstrate a high level of motivation in researching and preparing to announce sporting events. Proficient at operating WVAC equipment related to simulcasting.

Cumulative GPA: 2.75

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Steve Shehan

Application Link: <https://acstudentemployment.wufoo.com/forms/z1hznnqz0zfrorg/>

Adrian College is an Equal Opportunity Employer



Job Title: Music Director

Department: Communication/ Rush Broadcasting

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Rotate 10 new songs per week and adds band bios. Creates weekly “New Songs” poster for air studio and control room Down loads new music, format it, and program it into ZARA automation software Creates new playlist each week. Update new Public Service Announcements each week. Downloads and formats PSA’s Programs PSA’s into traffic to meet FCC Issue Report

Required Skills:

High degree of proficiency with ZARA automation software. Proficient at operating WVAC radio broadcast equipment. Proficient at operating computer system to purchase, download, format, label, and automate new music. Demonstrate the ability to select music that meets our format. Demonstrate the ability to select new music that does NOT violate FCC standards. Proficient at operating audio production equipment. High degree of familiarity with WVAC networking workflow.

Cumulative GPA: 2.75

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Steve Shehan

Application Link: <https://acstudentemployment.wufoo.com/forms/z1o0i7jc109qgkp/>

Adrian College is an Equal Opportunity Employer



Job Title: Production Supervisor

Department: Communication/ Rush Broadcasting

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Create Legal ID as per FCC requirements Creates week promos for remotes, sports, etc Create promos for each show. Schedules production elements within playlists, in conjunction with Station Manager Assist all directors and assist with Remote Productions.

Required Skills:

Proficient at operating WVAC broadcast production equipment. Proficient at audio production and editing. Ability to work under deadlines for producing promos, playlists, and other time-sensitive production elements. Proficient at operating OneZip Remote production equipment. Proficient at operating WVAC on-air broadcast equipment.

Cumulative GPA: 2.75

Major Requirement: Communication

Nights or Weekends Required? Yes

Supervisor Name: Steve Shehan

Application Link: <https://acstudentemployment.wufoo.com/forms/zp69ifx0jmsibl/>

Adrian College is an Equal Opportunity Employer



Job Title: Equipment Check Out, and Program Director

Department: Communication/ Rush Broadcasting

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Check in and out field production equipment Supervises new DJ's with developing program materials Coaches DJs on performances, content, and technique Provides new content for programs (10 ten lists, This day in History, etc). Provides coaching on how to use this and other available materials.

Required Skills:

Good people skills. Calm and positive demeanor. Good at offering constructive criticism. Highly organized. Highly developed research skills. On-air radio experience.

Cumulative GPA: 2.75

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Steve Shehan

Application Link: <https://acstudentemployment.wufoo.com/forms/z2h8ogh16scdsz/>

Adrian College is an Equal Opportunity Employer



Job Title: Entrepreneurial Studies Student Worker

Department: Entrepreneurial Studies

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Answer phones Make copies Do computer work (i.e., searches, mailings, word, excel, etc.) Assist faculty with special projects and events as needed Various office work as needed Office errands

Candidate must be proficient in Microsoft Office - Candidate will need to be familiar with SquareSpace, as this is the platform for our website - Candidate will operate all existing social media handles, as well as create others if necessary (Twitter, Facebook, Instagram, Blog, etc.) - Candidate will be responsible for upkeep and cleanliness of facility - Candidate will be responsible for incoming calls to the center - Candidate will work directly with Dr. Oded Gur-Arie on project vision and growth - Candidate must report bi-weekly to Dr. Oded Gur-Arie on project progress -Candidate must report daily (when working) to shift supervisor Mrs. Coelina Byers - Candidate should be involved with CEO (Collegiate Entrepreneurs' Organization) - Candidate must be able to "think outside the box" - Must be organized - Must be responsible

Required Skills:

Microsoft Office programs: Excel, Word, PowerPoint, Publisher(optional), SquareSpace, Twitter, Facebook, Instagram, Blog, etc.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Coelina Byers

Application Link: <https://acstudentemployment.wufoo.com/forms/z14o993y03lictp/>

Adrian College is an Equal Opportunity Employer



Job Title: Romney Institute Student Worker

Department: Romney Institute

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Answer phones Make copies Do computer work (i.e., searches, mailings, word, excel, etc.) Assist faculty with special projects and events as needed Various office work as needed Office errands

Required Skills:

Microsoft Office programs: Excel, Word, PowerPoint, Publisher(optional)

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Coelina Byers

Application Link: <https://acstudentemployment.wufoo.com/forms/z11n583015w3yvj/>

Adrian College is an Equal Opportunity Employer



Job Title: Geology Laboratory Teaching Asst.

Department: Geology

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The laboratory assistant position is available to upper division geology students only. The job entails preparation of research samples, curation of rock and mineral specimens and general lab cleanup. In some cases, the lab assistant will also act as a teaching assistant to Dr. Hanson in an introductory lab. Duties will include preparing for the lab, attending lab and answering student questions, and holding review sessions during the week of the lab midterm and final exams.

Required Skills:

Completion of, at minimum, GEOL 101 and GEOL 102

Cumulative GPA: N/A

Major Requirement: Geology or Environmental Sci.

Nights or Weekends Required? No

Supervisor Name: Sarah Hanson

Application Link: <https://acstudentemployment.wufoo.com/forms/z1bklcpy1c2bmsn/>

Adrian College is an Equal Opportunity Employer



Job Title: Geology Clerical Asst.

Department: Geology

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The student worker will carry out various duties including data entry, grading introductory lab assignments, hanging planetarium fliers, and other clerical tasks.

Required Skills:

N/A

Cumulative GPA: N/A

Major Requirement: Geology or Environmental Science

Nights or Weekends Required? No

Supervisor Name: Sarah Hanson

Application Link: <https://acstudentemployment.wufoo.com/forms/zgw2e631cyuns7/>

Adrian College is an Equal Opportunity Employer



Job Title: College World Executive Editor

Department: College World

Start Date: August 22, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The executive editor oversees the weekly publication of the College World, the student-edited newspaper of Adrian College. Responsibilities include managing editors and staff writers, developing story leads, teaching editors how to use page design software and how to transmit to the printer, reviewing timesheets of editors, helping new editors and writers acclimate to the pace of the newsroom, and overseeing the newspaper website to assure all reporters are updating stories daily.

Required Skills:

Excellent writing and editing, experience working for The College World, knowledge of InDesign, Word, and AP Style, ability to get along with others and still be a leader in the newsroom.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Renee Collins

Application Link: <https://acstudentemployment.wufoo.com/forms/m1yqcxz70iqtf6/>

Adrian College is an Equal Opportunity Employer



Job Title: College World Staff Writer

Department: College World

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Staff Writers for College World are expected to be able to cover events, interview students, staff and faculty; and, most importantly, be able to write. Those with previous experience on College World are given first opportunity. Freshmen welcome to apply if they have had previous experience working on a high school paper or newspaper website.

Required Skills:

Excellent writing and interviewing skills, ability to work under deadline.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Renee Collins

Application Link: <https://acstudentemployment.wufoo.com/forms/mj3icpw01vzkj/>

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Job Title: College World News Editor

Department: College World

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The News Editor is responsible for assigning stories to staff writers, coordinating photo coverage, making sure staff writers also send stories to the web, proofing and editing all content on the news pages, and doing the news pages each week.

Required Skills:

Knowledge of InDesign, excellent writing and editing skills, ability to work with others, yet be a leader, ability to write solid headlines and proof copy.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Renee Collins

Application Link: <https://acstudentemployment.wufoo.com/forms/mulvi1y08yysoh/>

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Job Title: College World Opinion Page Editor

Department: College World

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The Opinions Editor is responsible for all content on the opinion pages, including proofreading, editing, developing ideas for op/ed pieces, and completing the page design each week.

Required Skills:

Excellent writing and editing skills, ability to work with others, yet be a leader in the newsroom, knowledge of InDesign software, ability to make good judgments about the content of editorials, ability to write good editorials.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Renee Collins

Application Link: <https://acstudentemployment.wufoo.com/forms/muetmy80x351t4/>

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Job Title: College World Sports Editor

Department: College World

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The Sports Editor is responsible for coordinating the coverage of all sporting events at the college, assigning stories, coordinating photos of sporting events, doing the sports pages each week and maintaining a calendar of assignments for staff writers.

Required Skills:

The Sports Editor must have an excellent knowledge of all sports played at Adrian College as well as excellent writing and editing skills, knowledge of InDesign software and AP style, be able to work as a team player, yet also possess leadership skills in the newsroom.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Renee Collins

Application Link: <https://acstudentemployment.wufoo.com/forms/m1m5nal30qls9h1/>

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Job Title: College World Copy Editor/Distribution

Department: College World

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The copy editor will do dual duty. The copy editor is responsible for proofing all articles and pages of The College World as well as materials posted on the website. The copy editor also will be responsible for making sure the paper is delivered all over campus, including academic buildings, the dining hall, administration and Caine.

Required Skills:

Excellent proofreading skills, knowledge of AP Style, able to take bundled papers around campus, able to work in a deadline-oriented environment, able to be a team player.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Renee Collins

Application Link: <https://acstudentemployment.wufoo.com/forms/m1djam7j18z5iis/>

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Job Title: College World Photographer

Department: College World

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The photographer will shoot photos at events, including sports. The photographer will be responsible for selecting photos to be used in College World, both print and on the website.

Required Skills:

Proven, excellent photography skills, knowledge of Adobe Photoshop.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Renee Collins

Application Link: <https://acstudentemployment.wufoo.com/forms/m3t2nhn1kuqwyg/>

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Job Title: College World Graphic Designer/Web Editor

Department: College World

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The graphic designer/web editor will be responsible for coordinating the overall design of College World and training any editors who need some help. The graphic designer/web editor also will be responsible for maintaining the web site, assuring content appears and is updated regularly.

Required Skills:

Knowledge of InDesign, proven graphic design skills, experience working with websites.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Renee Collins

Application Link: <https://acstudentemployment.wufoo.com/forms/m1slim840z5wbkl/>

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Job Title: Political Science Student Worker

Department: Political Science

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The Political Science student worker will be called upon to do the following activities. - Provide research assistance. - Photocopy and organize materials. - Maintain and update the departmental bulletin board. Student does not need to be a Political Science Major.

Required Skills:

The student worker for the Political Science Department needs to be detailed oriented, reliable, and conscientious; a good writer and competent with clerical software.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: James Hanley

Application Link: <https://acstudentemployment.wufoo.com/forms/mt1egi91g6bk67/>

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Job Title: Organic Chemistry Course Assistant

Department: Chemistry

Start Date: August 21, 2017, or later

Number of hours per week: 3

Job Description/Responsibilities:

Prepare and test experiments for the organic chemistry lab courses

Required Skills:

Has taken the two organic chemistry lab courses (Chem 226 & 227).

Cumulative GPA: None

Major Requirement: None

Nights or Weekends Required? No

Supervisor Name: Maher Mualla

Application Link: <https://acstudentemployment.wufoo.com/forms/mbr46tr1lb93sw/>

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Job Title: Athletic Training Lab Student Worker

Department: ESPE/AT

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Students who work in the ATL must have a helpful and cheerful nature. They need to be detail oriented with an interest in technology or creative projects. Duties:

- o Office tasks as requested by faculty
- o Copy documents
- o Label envelopes/postcards
- o Stuff envelopes
- o Collate documents
- o Send faxes
- o Type/scan letters/memos
- o Update contact lists (faculty, staff, student)
- o Keep inventory of athletic training lab and stocked, please let Faculty know of low supplies
- o Design flyers for use in athletic training lab
- o Maintain cleanliness in athletic training lab (wipe tables, straighten shelves and cabinets, wipe exercise equipment, etc.)
- o Assist faculty with class demonstration (not a class you are receiving credit for)
- o Lab supervision during scheduled study sessions

Required Skills:

Cumulative GPA: 3.0

Major Requirement: 3.0

Nights or Weekends Required? No

Supervisor Name: Heather Schuyler

Application Link: <https://acstudentemployment.wufoo.com/forms/m1j1uqdb086h4mz/>

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Job Title: Physics Teaching Assistant

Department: Physics

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The Department of Physics is seeking a qualified student to work as a teaching assistant for the introductory physics laboratories. Applicants must be pursuing a major or minor in physics and have successfully completed PHYS 210. Possible duties include grading lab reports, assisting with the set up and take down of lab equipment, and assisting the instructor during PHYS 209/210 labs (Th 9:00 - 11:50 AM). Some labs will involve computer programming in Python.

Required Skills:

Cumulative GPA: N/A

Major Requirement: Physics minor or major.

Nights or Weekends Required? No

Supervisor Name: Greg Thompson

Application Link: <https://acstudentemployment.wufoo.com/forms/mr6m8110mpadiq/>

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Job Title: Disabilities Specialist Assistant

Department: Academic Services

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Disabilities Services Work Study Assistant: (1 student) This student will assist the disabilities specialist in tasks including but not limited to: *Coordination of Disabilities Awareness Week Events *Research on Disabilities *Research Technology to aide individuals with disabilities *Assist with scanning texts for alternative format *Assist with supervision and coordination of note takers *Assist with test proctoring staff training and coordination of schedule *Support with online social networks and delivering information regarding upcoming events This position requires the utmost confidentiality and responsibility. Disabilities Services Work Study Assistant will report to Disabilities Specialist - Danielle Ward.

Required Skills:

Cumulative GPA: N/a

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Danielle Ward

Application Link: <https://acstudentemployment.wufoo.com/forms/m84egi50ov6atk/>

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Job Title: Test Center Proctor

Department: Academic Services

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

This position requires the utmost confidentiality and responsibility. Test Proctors will oversee individuals testing in the testing center and will ensure the integrity of the testing process by allowing approved accommodations only. Work study student will log tests in and out and ensure secure delivery to Disabilities Specialist and/or faculty members. Test Proctors to report to Disabilities Specialist. Disabilities Services Work Study Assistant: (1 student) This student will assist the disabilities specialist in tasks including but not limited to: *Coordination of Disabilities Awareness Week Events *Research on Disabilities *Research Technology to aide individuals with disabilities *Assist with scanning texts for alternative format *Assist with supervision and coordination of note takers *Assist with test proctoring staff training and coordination of schedule *Support with online social networks and delivering information regarding upcoming events This position requires the utmost confidentiality and responsibility.

Required Skills:

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Danielle Ward

Application Link: <https://acstudentemployment.wufoo.com/forms/mrwyuko07v91wt/>

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Job Title: Interior Design Department Student Worker

Department: Interior Design

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Working in the Interior Design department to maintain work areas, data bases and professorial assistant needs.

Duties: The Interior Design Department workers will be called upon to do the following activities. - Maintain the Materials Lab, Plotter room, Student Storage and Process room. - Up date hallway information boards. - Contact Manufacturers for updated resources - Develop database for resources. - Copy and print info for professors. - Contact Alumni for department database. - Help department get ready for renovation. (sort, pack and discard)

Required Skills:

Students who work in the Interior Design Department must have a helpful nature. They need to be self-motivated, organized and detail oriented. The student employee should be an Interior Design/Pre-Architecture student.

Cumulative GPA: 2.5

Major Requirement: Interior Design/Pre-Architecture

Nights or Weekends Required? No

Supervisor Name: Nancy VanOver

Application Link: <https://acstudentemployment.wufoo.com/forms/m1iq17j113v1gem/>

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Job Title: ECC Assistant

Department: Teacher Education

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The Education Curriculum Center serves all faculty, students, and administration in providing audio-visual materials for instruction, display, and meetings.

Required Skills:

A worker must be courteous, efficient, and on time. He/She will be required to answer the phone, keep a reservation book, deliver materials and equipment, and set it up correctly according to the customer's needs. He/ She will need to know how to create displays by using the Ellison Machine, Cricut Machine, laminator, book binder, computer, and printer. He/She must be able to set up film screens, data projectors, overhead projectors, speakers, and monitors.

Cumulative GPA: NA

Major Requirement: NA

Nights or Weekends Required? No

Supervisor Name: Shirley McDaid

Application Link: <https://acstudentemployment.wufoo.com/forms/mtz106618iz33u/>

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Job Title: Institute for Education Student Worker

Department: Education

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The student must be detailed oriented with an interest in technology, education, or creative projects as well as have a helpful and cheerful nature. The work study student does not need to be a Teacher Education major as a variety of backgrounds and fields of study enhances our ability to help other students, faculty, and administration.

Duties may include (but are not limited to):

- basic office operations
- telephone calls, mail
- greeting students and visitors
- provide information about upcoming events and office activities
- make reservations for various events
- calendar management
- office supplies and reordering as needed

Required Skills:

Computer literate; organization; ability to work independently; reliable; excellent writing and communication.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Christine Knaggs

Application Link: <https://acstudentemployment.wufoo.com/forms/x1na248p0n9bln8/>

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Job Title: Assistant to the Director of the Institute for Sports Medicine Student Worker

Department: Institute for Sports Medicine

Start Date: August 28, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Sports medicine is an area of medical practice and allied health concerned with the prevention and treatment of injuries and illness that occur in the physically active. The goal of the Sports Medicine Institute is to expose students to the field of sports medicine through clinic-based activities, research, seminars and certification opportunities.

The institute is seeking a responsible and professional student employee to assist with all Institute initiatives. Duties will include, but are not limited to:

- Staffing Institute front desk to answer telephone, and meet and greet Institute visitors
- Assist in the creation and maintenance of marketing materials including flyers/pamphlets, website and social media
- Assist with organizing various events for faculty, students and staff.
- Maintains calendar of events for supervisor including setting appointments and coordinating meetings
- Maintain records and files as directed
- Other duties as assigned

Required Skills:

Students with an interest in exercise science, athletic training or other sports medicine related health professions will be considered • Student must be detail oriented, organized, professional and able to work independently • Student must comply with set dress code and regular work hours (to be established with supervisor)

Cumulative GPA: 3.00

Major Requirement: None

Nights or Weekends Required? Yes

Supervisor Name: Tina Claiborne

Application Link: <https://acstudentemployment.wufoo.com/forms/mf1jh1flhwn615/>

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