



Job Title: Resident Assistant

Department: Student Life

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The Resident Assistant is a member of the Residence Life staff within the Student Life Division. The office is committed to a comprehensive residence hall program – one that blends academic with co-curricular activities to create a total educational environment in which all residents are assisted in achieving their unique potential. Resident Assistants are key links in creating this environment. The quality of an RA's efforts has a significant, direct bearing upon the quality of life experienced by all members of the College community

Required Skills:

Cumulative GPA: 2.6

Major Requirement: n/a

Nights or Weekends Required? Yes

Supervisor Name: Grace Waterstradt

Application Link: <https://acstudentemployment.wufoo.com/forms/x1m1pvs0hawj7i/>

Adrian College is an Equal Opportunity Employer



Job Title: Bookstore cashier

Department: Bookstore/Auxiliary Services

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Arrington Bookstore is a vital part of the campus community and relies heavily on student employees. We are looking for responsible, friendly, outgoing students who have had retail experience. Job responsibilities include, but are not limited to; cashier, merchandising, customer service, housekeeping, merchandise shipping and receiving.

Required Skills:

Retail experience required.

Cumulative GPA: 3.0

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Rachelle Duffy

Application Link: <https://acstudentemployment.wufoo.com/forms/x13og33z1trd73h/>

Adrian College is an Equal Opportunity Employer



Job Title: Database Work Study

Department: Information Technology Department – Database

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Duties: • Assist with record and table cleanup in Student Information System. • Assist with record and table cleanup in The Raisers Edge System (Alumni/Development) • Assist with removal of duplicated data in student records, update student attributes, student activities, and historical data. • As priorities change throughout the college campus, the work study may work on more than one project at a time. Project 1 (FileMaker) Assist in the setup and data entry necessary for the databases to operate. This will involve data entry and manipulation. Project 2 (SIS – RE) The work study will be working with the IT Database support personnel assisting with data clean up. The data in the current Student Information Systems will eventually connect with our Raisers Edge System which houses our Alumni and Development data. The systems require table entries within to match; prior to the system being able to pass data from one system to the other. To meet this objective the data has to be reviewed, in Student Information System, duplicated items removed, table entries entered or replaced. The work study will work with the department to assist with the completion of this required task. Project 3 (SIS Data Cleanup) The work study will work with historical data in the student information system. This data cleanup involves removing duplicated items presently on student records. The data cleanup will include: student attributes, student activities, ACT/SAT scores, athletics, etc. The work study will review both data sets entered into the system to determine per student which scores are higher; and remove the old or duplicated item entered into the student record. To meet this objective the data has to be reviewed, in Student Information System, duplicated items removed, table entries entered or replaced. The work study will work with the department to assist with the completion of this required task. Project 4 (RE -Data Cleanup) The work study will work with data in the Raisers Edge system updating constituent data in records. This data cleanup connects with Project 1 The work study will be working with the IT Database support personnel assisting with data clean up. Data in the Raisers Edge System houses Alumni and Development data. The two systems require the exact table names to work together to pass data from one system to the other. Updates will include contact update information: Phone and email types, County, State, and Country table entries. To meet this objective the data in the Raisers Edge System (Alumni/Development) table entries updated, duplicated items removed, and newer entries entered or replaced. The work study will work with the department to assist with the completion of this required task.

Required Skills:

Confidentiality: The individual will have access to Student Information Systems and the Raiser's Edge System. Proficient: Gmail (ability to add attachments); Word and Excel. Software: Ability to learn parts of the Student Information System, the Raiser's Edge System and FileMaker Pro. (Training will be provided) Professional: Willing to work in a fast paced environment with interruption, ability to multi-task. Supervisor: This person reports to the Blackbaud Database Assistant.

Cumulative GPA: 3.0

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Dan Thompson

Application Link: <https://acstudentemployment.wufoo.com/forms/k1uc9ey308uq2gk/>

Adrian College is an Equal Opportunity Employer



Job Title: Chaplain's Office Assistant

Department: Chaplain

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Chaplain's Office Staff Covenant General Requirements: 1. Confidentiality: All phone calls, personal visits to the office, internal conversations, are to be treated with respect and in confidence. 2. Dress: Dress should be fitting for the dignity of a chaplain's office. We dress a bit informally at times, but our dress should be respectful of ourselves and others. 3. Communication: This is a very "people" oriented office. We are to be an affirming place for people. Language in the Chaplain's Office and communication representing the Chaplain's Office will be inclusive and respectful of all persons. 4. Dependability/Reliability: Being on time, calling prior to not showing up for assigned time, etc. Please think ahead and use courtesy if your schedule changes. Duties: The following are some of the jobs you may be asked to perform. 1. Serving as receptionist (receiving people/taking messages/answering telephone, etc.) as instructed by the Chaplain. 2. Making routine telephone calls and sending electronic communication (meeting reminders, etc.) 3. Designing flyers, electronic postings, communication initiatives, etc. 4. Photocopying of flyers, agendas, minutes, and other official Chaplain's Office documents 5. Preparation of hard copy mailings, flyers, minutes, etc. 6. Errands (pick-up and delivery of materials related to ministry operation from other offices, posting of flyers, etc.) 7. Planning, designing, and preparing weekly chapel services 8. Other appropriate clerical/communications tasks requested by the Chaplain. Sample Expectations: 1. THE OUTER OFFICE COMPUTER IS FOR OFFICIAL USE ONLY. 2. Telephones in the office are for official business (except for emergency). 3. Office supplies are for office use only. 4. Books, the computer, and other items in the Chaplain's inner office are only to be used with his permission. 5. Hours for work will be scheduled when you first come into the office. Your work schedule will be determined by your class schedule and will be arranged so that meal times, class times, and chapel times will not conflict with your work. 6. Please be prompt. If you are going to be late for work we need you to call the office to inform us. Job Termination: Of course, we're looking forward to a great working relationship. But just the same, we ought to share in advance a procedure regarding any potential need for termination. 1. Verbal Warning Verbal expression from the Chaplain regarding concern will be shared with the staff member. At this point a probation period will be established. 2. Letter of Warning If the first step does not heal the situation, a written statement of concern will be issued by the Chaplain. A shorter, second probation period will be established. 3. Letter of Termination If the second step does not heal the situation, a final notice of termination will be issued by the Chaplain. Time Sheets: Time sheets are distributed from the Business Office. Staff members are responsible for signing in and out each time they work. At the end of the two-week period, staff members must add up their hours and sign their time sheets. The Chaplain will then verify and sign the time sheets. Finally, arrangements will be made to have the time sheets taken to the Business Office.

Required Skills:

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Rev. Dr. Christopher Momany

Application Link: <https://acstudentemployment.wufoo.com/forms/kvfmate0c06x4y/>

Adrian College is an Equal Opportunity Employer



Job Title: Alumni Student Worker

Department: Alumni Relations

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

We offer a variety of work including: • event preparation • displays • special projects • writing • alumni research • mailings • filing, data entry, and much more!

Required Skills:

Students should have knowledge of Microsoft Word, Excel, Publisher. Organized and attention to detail, creative and reliable.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Marsha Fielder

Application Link: <https://acstudentemployment.wufoo.com/forms/zr12ksd1yy724f/>

Adrian College is an Equal Opportunity Employer



Job Title: Safety Office Support

Department: Campus Safety

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Data Entry, Filing, Copying, answering phones.

Required Skills:

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Amanda Briggs

Application Link: <https://acstudentemployment.wufoo.com/forms/z1cko1pp1j6f327/>

Adrian College is an Equal Opportunity Employer



Job Title: Student Life Office Assistant

Department: Student Life

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

-Answer Phones & take messages -Assist visitors -File & pull paperwork & student folders -Website updates -Assist with Segway training & sign-outs -Update bulletin boards -Proofread material -Cover office when staff is out *other job duties may be assigned as needed.

Required Skills:

-Knowledge of Microsoft Word & Excel -Must be professional, organized and dependable with a great attitude - Good communication skills -Accuracy & attention to detail -The ability to work well as part of a team

Cumulative GPA: 3.0

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Shantay Ernst

Application Link: <https://acstudentemployment.wufoo.com/forms/zctysxz1np9dpb/>

Adrian College is an Equal Opportunity Employer



Job Title: Financial Aid Student Worker

Department: Financial Aid

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Answer phones, greet students and families as they come in. Filing, making files/folders, general office work in a professional environment.

Required Skills:

Word and Excel knowledge are preferred as well as general knowledge of financial aid.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Maria Rhodea

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

Adrian College is an Equal Opportunity Employer



Job Title: Student Communications Assistant

Department: Office of Public Relations

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

DESCRIPTION The Adrian College Office of Public Relations is seeking students with experience and strong interest in writing, blogging, and social media to join our team. **RESPONSIBILITIES** Student will be responsible for pitching; writing, and promoting twice-weekly blog entries that feature a student perspective on the College experience. Students will work directly with intern supervisor to produce written and visual (photo) content. Student will also be responsible for conducting interviews, in person or over the phone, for upcoming publication; all well as researching and writing contributing stories for print. The student will also assist with generating content to promote the College, and individual stories, on Social Media. **QUALIFICATIONS** o Experience blogging in either a personal or professional capacity o Familiarity with multiple blog platforms (Wordpress, Blogger, Tumblr etc.) o Familiarity with best practices in blogging o Experience in SEO a plus o Experience in photography a plus o Familiarity with design a plus o Strong communication skills a must o Strong writing and editing skills are required

Required Skills:

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Christina Butler

Application Link: <https://acstudentemployment.wufoo.com/forms/z1179jfz0xqnz04/>

Adrian College is an Equal Opportunity Employer



Job Title: Graphic Design Assistant

Department: Office of Public Relations

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Responsibilities: Design web graphics and edit images Create and design posters, flyers and other collateral materials Develop logos for clubs and groups Develop program-specific logos and branded materials Review and become knowledgeable with the College's brand identity standards and guidelines and adhere to these standards in all work product Minimum Qualifications: Strong knowledge of design fundamentals, including layout, typography and concept design Proficiency in InDesign, Photoshop, Illustrator, and CMS Ability to meet deadlines and ensure quality work

Required Skills:

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Christina Butler

Application Link: <https://acstudentemployment.wufoo.com/forms/z145jguh0p0rbfy/>

Adrian College is an Equal Opportunity Employer



Job Title: Student Blogger and Social Media Assistant

Department: Office of Public Relations

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

DESCRIPTION The Adrian College Office of Public Relations is seeking students with experience and strong interest in writing, blogging, and social media to join our team. **RESPONSIBILITIES** Student will be responsible for pitching; writing, and promoting twice-weekly blog entries that feature their experiences on campus and off. Students will work directly with intern supervisor to produce written and visual (photo) content. Promoting the College on Social Media. **QUALIFICATIONS** o Experience blogging in either a personal or professional capacity o Familiarity with multiple blog platforms (Wordpress, Blogger, Tumblr etc.) o Familiarity with best practices in blogging o Experience in SEO a plus o Experience in photography a plus o Familiarity with design a plus

Required Skills:

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Christina Butler

Application Link: <https://acstudentemployment.wufoo.com/forms/z104rxdr1q1f0x7/>

Adrian College is an Equal Opportunity Employer



Job Title: Event Planning Student Worker

Department: Institute for Career Planning

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

General Office Duties:

- Assist with event planning
- Greet guests who call or visit the Institute for Career Planning office; provide assistance, take messages, etc.
- Cover front desk during lunch hours or office meetings
- Copying, filing, typing of documents and data entry
- Distribute materials around campus
- Other duties as assigned

Required Skills:

- Accuracy and attention to detail are a must
- The ability to communicate effectively, both orally and in writing
- Strong customer service skills
- Proficiency with editing
- Experience with Microsoft Office programs, Publisher, Internet, & Hootsuite
- Familiar with graphic design preferred
- Must be willing to work independently and report to supervisors on progress

Cumulative GPA: 2.5

Major Requirement: None

Nights or Weekends Required? No

Supervisor Name: Teri Moreno

Application Link: <https://acstudentemployment.wufoo.com/forms/z1211tce0c0okgm/>

Adrian College is an Equal Opportunity Employer



Job Title: Marketing & Communications Student Worker

Department: Institute for Career Planning

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

General Office Duties:

- Assist with newsletter
- Greet guests who call or visit the Institute for Career Planning office; provide assistance, take messages, etc.
- Cover front desk during lunch hours or office meetings
- Copying, filing, typing of documents and data entry
- Distribute materials around campus
- Other duties as assigned

Required Skills:

- Accuracy and attention to detail are a must
- The ability to communicate effectively, both orally and in writing
- Strong customer service skills
- Proficiency with editing
- Experience with Microsoft Office programs, Publisher, Internet, & Hootsuite
- Familiar with graphic design preferred
- Must be willing to work independently and report to supervisors on progress

Cumulative GPA: 2.5

Major Requirement:

Nights or Weekends Required? No

Supervisor Name: Teri Moreno

Application Link: <https://acstudentemployment.wufoo.com/forms/z1ocrmi203lnmy7/>

Adrian College is an Equal Opportunity Employer



Job Title: Fleet Van Cleaning

Department: Plant Department

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

You would be responsible for vacuuming and cleaning all of the College Rental Fleet of buses and rental vans.

Required Skills:

You must be able to clean vehicles and pay attention to the details while cleaning. Student must also be comfortable driving the full size vans and have a valid driver's license.

Cumulative GPA: n/a

Major Requirement: n/a

Nights or Weekends Required? No

Supervisor Name: Matt Armentrout

Application Link: <https://acstudentemployment.wufoo.com/forms/zb5jo2607fa88t/>

Adrian College is an Equal Opportunity Employer



Job Title: Grounds Crew

Department: Plant Department

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Picking up trash around campus, weeding flower beds, mulching, picking up dead branches, snow removal, edging sidewalks, and weed whipping.

Required Skills:

Must be willing to learn to operate equipment described in job description.

Cumulative GPA: n/a

Major Requirement: n/a

Nights or Weekends Required? No

Supervisor Name: Matt Armentrout

Application Link: <https://acstudentemployment.wufoo.com/forms/ziduosw0ixunes/>

Adrian College is an Equal Opportunity Employer



Job Title: Work Study

Department: Student Activities

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:
Office Work and Yearbook pages

Required Skills:

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Cindy Schmucker

Application Link: <https://acstudentemployment.wufoo.com/forms/z1men1n30iw6jpp/>

Adrian College is an Equal Opportunity Employer



Job Title: Yearbook Photographer

Department: Student Activities

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Taking photos, uploading them to Jostens and tagging the photos taken. Two to four Yearbook pages.

Required Skills:

Must be good with a camera

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Cindy Schmucker

Application Link: <https://acstudentemployment.wufoo.com/forms/z113zob91w4wrej/>

Adrian College is an Equal Opportunity Employer



Job Title: Mailroom Assistant

Department: Student Life

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

RESPONSIBILITIES: • Sort mail and packages in a timely manner • Hand out packages to students • Maintain a neat and efficient mailroom

Required Skills:

MINIMUM QUALIFICATIONS: Experience with customer service is a plus. Must be organized and be able to work in a timely and efficient manner.

Cumulative GPA: 2.0

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Brian Crawford

Application Link: <https://acstudentemployment.wufoo.com/forms/z1jwo9ww0ui91c4/>

Adrian College is an Equal Opportunity Employer



Job Title: Student Ambassador

Department: Office of Admissions

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Student Ambassadors will primarily assist individual counselors in recruitment activities, including: correspondence, campus visits, tours, data entry, scheduling, college fairs and general office duties. Students will also be required to assist with recruitment events throughout the year and work numerous Saturdays both during both the fall and spring semesters.

Required Skills:

General office skills and competencies, in addition to a knowledge, or desired understanding, of the college's enrollment practices and procedures. Ability to represent the college and its interests to both prospective students and their families in a mature manner. Moxie

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Garrett Beitelschies

Application Link: <https://acstudentemployment.wufoo.com/forms/z1emxs6w1cblwie/>

Adrian College is an Equal Opportunity Employer



Job Title: Office Assistant

Department: Office of the President

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Presidents Office - Clerical Positions: Must be highly reliable, perform general office functions such as faxing, copying, filing and exhibit excellent communication/phone skills. Candidate must obtain valid driver's license for occasional pick-up and delivery of items. Professional dress is required. Available hours are from 9 a.m. to 5 p.m. everyday.

Required Skills:

Cumulative GPA: 2.5

Major Requirement: NA

Nights or Weekends Required? Yes

Supervisor Name: Andrea Burt

Application Link: <https://acstudentemployment.wufoo.com/forms/z1dl6mox0ucnx8h/>

Adrian College is an Equal Opportunity Employer



Job Title: Conference Host

Department: Conferences

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

- Maintain Reservation Binder and assist with distribution of paperwork - Creating and updating Microsoft Excel and Google Docs spreadsheets - Answer phone in professional and friendly manner - Filing and copying materials - Running errands on campus - Assisting staff to keep office clean and organized -Competent at doing research on the internet and summarizing information in Excel -Assist with maintaining Facebook page -Assist with Bridal Expo -Taking inventory of supplies prior to events and camps -Conducting pre and post facility inspections for outside events -Assist and/or manage valet parking -Serve as Conference Host at select events -Giving tours of campus facilities to potential clients -Assist in rooms set up for various events

Required Skills:

-Extremely detail oriented -Highly reliable and punctual when keeping your regular work schedule - Proficient with Microsoft Excel and Word -Previous customer service experience preferred -Outgoing and able to communicate effectively and clearly with customers -Critical thinker and problem solver -Timely and accurate with data entry

Cumulative GPA: 2.5

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Becky Ghena

Application Link: <https://acstudentemployment.wufoo.com/forms/z163nonu0ky91k7/>

Adrian College is an Equal Opportunity Employer



Job Title: Registrar Student Worker

Department: Registrar's Office

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The Registrar's office is looking for student workers to help with office tasks, such as filing, copying and data entry. Student workers will learn the procedures in the Registrar's office and will assist with providing service, when appropriate. Confidentiality and data integrity are essential responsibilities.

Required Skills:

Good communication skills, attention to detail and self motivation are essential to the job.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Kristina Schweikert

Application Link: <https://acstudentemployment.wufoo.com/forms/zd4va6i1khqmba/>

Adrian College is an Equal Opportunity Employer



Job Title: CENTRAL STORES ASSISTANT

Department: PURCHASING

Start Date: AUGUST 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

WORK IN THE MORNINGS. HAVE OWN TRANSPORTATION. BE ABLE TO LIFT 50 LBS. Assist with filling internal and janitorial orders. Receive in all shipments and log them. Help keep Central Stores orderly and clean by dusting & sweeping. Help with ordering Central Store inventory and stocking shelves. Assist anyone that comes into Central Stores to find an item.

Required Skills:

GOOD PENMANSHIP, ABLE TO LIFT 50 LBS, GOOD WORK ETHICS.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Mary Gentner

Application Link: <https://acstudentemployment.wufoo.com/forms/z16ibm831xo1r5l/>

Adrian College is an Equal Opportunity Employer



Job Title: Health Center Office Assistant

Department: Student Health Center

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Front desk receptionist

Required Skills:

Candidates must have a professional attitude and presence in greeting visitors. Excellent phone communication and basic knowledge of Word and Excel.

Cumulative GPA: n/a

Major Requirement: n/a

Nights or Weekends Required? No

Supervisor Name: Dawn Marsh

Application Link: <https://acstudentemployment.wufoo.com/forms/mung9j71ysd53f/>

Adrian College is an Equal Opportunity Employer



Job Title: Event Tech Specialist

Department: Event Technology

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Operate video, lighting, and sound systems at various locations on campus.

Required Skills:

Able to lift 50lbs.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Chris Momany

Application Link: <https://acstudentemployment.wufoo.com/forms/mj3g7mg166dgzy/>

Adrian College is an Equal Opportunity Employer



Job Title: AC Production House Tech Coordinator

Department: Production House

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Management of technical process for final on-screen product of ACPH live-streaming events.

Required Skills:

Responsibilities: Wirecast for Youtube Youtube LIVE Roland VR3-EX Video Switcher Proficient in audio/video setup Scheduling of Technical Assistants, interns, and volunteers General filing and record keeping

Cumulative GPA: 3.0

Major Requirement: Communication

Nights or Weekends Required? Yes

Supervisor Name: Michael Neal

Application Link: <https://acstudentemployment.wufoo.com/forms/m1qb4v3k0hq64t/>

Adrian College is an Equal Opportunity Employer



Job Title: Database Work Study

Department: Information Technology Department – Database

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Duties: • Assist with record and table cleanup in Student Information System. • Assist with record and table cleanup in The Raisers Edge System (Alumni/Development) • Assist with removal of duplicated data in student records, update student attributes, student activities, and historical data. • As priorities change throughout the college campus, the work study may work on more than one project at a time. Project 1 (FileMaker) Assist in the setup and data entry necessary for the databases to operate. This will involve data entry and manipulation. Project 2 (SIS – RE) The work study will be working with the IT Database support personnel assisting with data clean up. The data in the current Student Information Systems will eventually connect with our Raisers Edge System which houses our Alumni and Development data. The systems require table entries within to match; prior to the system being able to pass data from one system to the other. To meet this objective the data has to be reviewed, in Student Information System, duplicated items removed, table entries entered or replaced. The work study will work with the department to assist with the completion of this required task. Project 3 (SIS Data Cleanup) The work study will work with historical data in the student information system. This data cleanup involves removing duplicated items presently on student records. The data cleanup will include: student attributes, student activities, ACT/SAT scores, athletics, etc. The work study will review both data sets entered into the system to determine per student which scores are higher; and remove the old or duplicated item entered into the student record. To meet this objective the data has to be reviewed, in Student Information System, duplicated items removed, table entries entered or replaced. The work study will work with the department to assist with the completion of this required task. Project 4 (RE -Data Cleanup) The work study will work with data in the Raisers Edge system updating constituent data in records. This data cleanup connects with Project 1 The work study will be working with the IT Database support personnel assisting with data clean up. Data in the Raisers Edge System houses Alumni and Development data. The two systems require the exact table names to work together to pass data from one system to the other. Updates will include contact update information: Phone and email types, County, State, and Country table entries. To meet this objective the data in the Raisers Edge System (Alumni/Development) table entries updated, duplicated items removed, and newer entries entered or replaced. The work study will work with the department to assist with the completion of this required task.

Required Skills:

Confidentiality: The individual will have access to Student Information Systems and the Raiser's Edge System. Proficient: Gmail (ability to add attachments); Word and Excel. Software: Ability to learn parts of the Student Information System, the Raiser's Edge System and FileMaker Pro. (Training will be provided) Professional: Willing to work in a fast paced environment with interruption, ability to multi-task. Supervisor: This person reports to the Blackbaud Database Assistant.

Cumulative GPA: 2.5

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Dan Thompson

Application Link: <https://acstudentemployment.wufoo.com/forms/m164qwg1tlq267/>

Adrian College is an Equal Opportunity Employer



Job Title: Program Assistant

Department: Career Planning- Track and Explore

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Position Summary Work as a Program Assistant for Adrian College and Michigan International Speedway 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 Program Assistant will provide clerical support services between the two groups. Work duties will be performed in the Institute for Career Planning. Supervisor: Janna D'Amico, Director in the Institute for Career Planning

Required Skills:

Job Duties Scheduling • Answering calls and scheduling activities. • Following a script to ensure all necessary information is obtained. • Communicating schedule to liaison at MIS for their share point calendar. • Responsible for making follow up calls and or emails to interested party as necessary. General Duties • Responsible for running copies of various materials/handouts for event days. • Assemble event kits for groups. • Perform various research related to science and physics. • Assist on site at MIS as needed: checking guests in, assisting on field tours, etc. • Supervision of setup for events on site. • Supporting the Institute for Career Planning with various duties when needed. Qualifications • Must be organized and detail oriented. • This role requires someone with excellent written and verbal communication skills. • Friendly demeanor when answering phones and greeting guests. • Computer skills are necessary. • Freshman are welcome to apply.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Janna D'Amico

Application Link: <https://acstudentemployment.wufoo.com/forms/mjo8gm515k51x0/>

Adrian College is an Equal Opportunity Employer



Job Title: ACTV Staff

Department: Production House

Start Date: September 1, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Participation within camera, announcing or technical crew for ACPH live streaming events.

Required Skills:

Live Camera Operation, Live Announcing, Video Capture, Photography, Audio/video setup, Digital filing and record keeping.

Cumulative GPA: 2.0

Major Requirement: Communication

Nights or Weekends Required? Yes

Supervisor Name: Michael Neal

Application Link: <https://acstudentemployment.wufoo.com/forms/m18yuhar0e1pb88/>

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Job Title: Business Office Assistant

Department: Business Office

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Filing File Retrieval Alphabetizing Computer Data Entry Assist with running on campus errands Match Invoices to Checks Make Copies Stuff Envelopes Sort and Open Mail Must be willing to sign a confidentiality agreement Other various work as needed

Required Skills:

Students should have knowledge of Microsoft Word and Excel

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Cindy Wingfield

Application Link: <https://acstudentemployment.wufoo.com/forms/m5db40d006nt0p/>

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Job Title: Payroll Assistant

Department: Business Office/Payroll Dept

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Filing Alphabetizing Computer Data Entry Sort & Check Time Sheets for accuracy Enter Student Hours Stuff Envelopes Make Copies Run errands on campus Must be willing to sign Confidentiality Agreement Other various office work as needed

Required Skills:

Alphabetizing, Computer Data Entry, Sort & check time sheets for accuracy, Enter student hours. Must be willing to sign Confidentiality Agreement. Other various office work as needed. Microsoft Office and Excel experience preferred.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Amber Curtis

Application Link: <https://acstudentemployment.wufoo.com/forms/m49ek51i6c6zz/>

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