Concordia Campus Federal Work Study Job Listings
2015-2016

Applicants are matched with department requests and are assigned to areas that correspond with their interests and abilities. Working hours are arranged around your class schedule Monday through Friday from 8 a.m. to 5 p.m. There are a limited number of positions that work after 5 p.m. or on Saturdays. Some positions are selected through interviews. The number of work hours assigned is approximately 12 hours per week, while classes are in sessions at a rate of $7.25/hr. Positions generally are filled on a first come, first served basis. Other considerations include Supervisor/Sponsor preferences, your class schedule, and priority will be given to returning sophomores, and individual skills/experience that a student possess. Assignments will generally be completed after training and employment paperwork has been completed during the first week of classes.

Please write job number you are interested in on Work Study Application in order of preference.

101a___ ABE/GED Federal Work Study

Answer the phone and make calls as directed, assist prospective, current and past students, run copies, create student folders, file items in student folders, facilitate data collections and work with state Adult Ed. Database, Create Spreadsheets, tutor students/help with “teknimedia” computer program, assist with mailings, process purchase requests, assist with designated projects, regular attendance and/or physical presence at the job is required. Debbie Kearn, Supervisor (ext 335) dkearn@cloud.edu

102a___ Academic Affairs/Humanities Federal Work Study

File timecards and other documents, take recycling to assigned area, filing, typing forms, making copies, getting letters ready to mail and mailing them, general office duties, preparing budget sheets to be sent to different departments, scanning forms, work cooperatively with other College departments, Interact cordially with coworkers, students, and clients to accomplish common tasks and other duties as assigned. Annette Starr, Supervisor (ext 248) astarr@cloud.edu

103a___ Advising Center Federal Work Study

Data entry, answering phone, filing, copying, alphabetizing, assisting walk-in requests for information, scheduling advisor appointments for information, mailing information requests, and assist with Freshman Enrollment days during Spring Semester-possibly requiring to work evening hours. Diane Leif, Supervisor (ext. 275) dleif@cloud.edu

104a___ Ag Office Federal Work Study

Feed grain to livestock, Feed hay to livestock, Report when feed supplies need to be restocked, Clean and fill water tanks as needed, Remove all manure within the holding pens, Dispose of manure, Verify livestock head counts at each feeding, perform fence maintenance, and Ground maintenance: thistle removal, mowing. Jamieson Gross, Supervisor (ext. 273) jgross@cloud.edu

105a___ Applied Arts/Business Dept. Federal Work Study

Occasional answering the phones, Photocopying worksheets for class, misc. office work, Work cooperatively with other College departments, Regular attendance and/or physical presence at the job is required. Interact cordially with coworkers, students and clients to accomplish common tasks. Sheila Caspers, Supervisor (ext 351) scaspers@cloud.edu
106a___Athletic Office Federal Work Study
Dusting/cleaning, make copies of athletic programs, inner office paperwork or mailings, help with office recycling, asked to help stock and work concession stands on occasion, help prepare for game day by putting out sideline chairs, may be asked to help with intramurals, typing and computer skills, answering phones and taking messages, working evening hours. **Ann Lowell, Supervisor (ext 290) alowell@cloud.edu**

107a___Athletic Training Federal Work Study
Athletic Training Laundry, Clean Athletic Training Tables, Fill Water Coolers and Ice Chests, Restock Athletic Training Supplies, Make Copies for Class, Setup Files for incoming Athletes, Enter Athletic Training Data into Athletic Training Program, Help setup for Home Sporting Events, Work cooperatively with other College Departments, Regular attendance and/or physical presence at the job is required. **Steve Schroeder, Supervisor (ext 252) sschroeder@cloud.edu**

108a___Bookstore Federal Work Study
Organize and process clothing shipments and maintain neat appearance of the store, Decipher & process textbook orders from students, both in person and online orders, package and ship the online ones as required, Helping customers from beginning to end of a sale, promote sales and special events by creating flyers, window art, changing displays, sidewalk art, social media and other promotion techniques as assigned. Work cooperatively with other College departments, regular attendance and/or physical presence at the job is required. **Amy Baer, Supervisor (ext 289) abalaun@cloud.edu**

109a___Business Office Federal Work Study
File paper enrollment forms, Operate Various Office Equipment, Assist Business Office Staff as needed, Work Cooperatively with other College Departments, Regular Attendance and/or Physical presence at the job is required. **Carleen Nordell, Supervisor (ext 344) cnordell@cloud.edu**

110a___Campus Laundry/Maintenance Fed Work Study
Complete checklist of duties performed in laundry facility, pick up trash in yards and police grounds, Empty trash cans and barrels, clean dumpster area and clean/sweep stairway areas. Work cooperatively with other College departments, Regular attendance and/or physical presence on the job is required. **Vinton Burgess, Supervisor (243-6646) vburgess@cloud.edu**

111a___Children’s Center Federal Work Study
Wash Toys daily, Help ready AM snack when possible, The sink and counter need to be clear from food particles before leaving each day and all laundry used during lunch needs to be taken to the dirty clothes before leaving, help make games when possible, help with pm closing responsibilities and clean up, all areas are straightened up tables are wiped clean help with pm snack clean up when possible, cover the breaks of full time staff, help make pm snacks. **Michelle Charbonneau, Supervisor (ext 755) mcharbonneau@cloud.edu**

112a___Communications/Theater Federal Work Study
Organize and maintain play books, props, theater materials and costumes. Maintain theater bulletin board, assist in the promotion of theatrical events, including hanging posters on and off campus. Work with Director in creating and maintaining inventory and box office records. May work some weekends as the play rehearsal schedule necessitates. **Stephanie Tschetter (ext 236) stschetter@cloud.edu**
113a Community Education Federal Work Study
Filing, copying, mail retrieval, and survey summarization. Preparing workshop boxes for enrollment, delivery of paperwork to coordinating offices, book pick-up from the College Bookstore, and other duties as assigned.
JoDee Aldridge Ball, Supervisor (ext 372) jaldrige@cloud.edu

114a Custodial/Grounds Federal Work Study
Sweep, mop, vacuum, and scrub areas to be cleaned as assigned. Pick up trash in yards and police grounds, pick up leaves, small limbs and other debris on campus grounds. Empty trash cans and barrels, clean dumpster area. Work cooperatively with other College departments and Regular attendance and/or physical presence at the job is required.
Chris Hubert (ext 347) chubert@cloud.edu & Bob Rassel, Supervisor(s) (ext 304) brassel@cloud.edu

115a Early Childhood Education Federal Work Study
Prepare, measure activity preparations for class, cutting and laminating. Work cooperatively with other College departments, regular attendance and/or physical presence at the job is required.
Joan Robison, Supervisor (ext 268) jrobison@cloud.edu

116a ECE Faculty Federal Work Study
Run errands on campus, creativity and pay attention to detail, gather supplies and replace in proper space. Work cooperatively with other departments and programs and Regular attendance and/or physical presence at the job is required.
Jennifer Sieben, Supervisor (ext 265) jhartman2@cloud.edu

117a Financial Aid Federal Work Study
Open and distribute daily mail, prepare envelopes for mailings, Assist with printing ISIR’s, and creating student files. Mail out financial aid information and forms as requested. Answer telephone and take messages, stock display shelves with financial aid forms, booklets, pamphlets, etc. Generate correspondences as instructed. Work cooperatively with other departments and Regular attendance and/or physical presence at the job is required.
Suzi Knoettgen, Supervisor (ext 284) sknoettgen@cloud.edu

118a Institutional Advancement Federal Work Study
Cut out alumni news out of papers, update alumni info in Jenzabar, stuff envelopes, and help with event prep. General office duties and Regular attendance and/or physical presence at the job is required. Work cooperatively with other departments and Regular attendance and/or physical presence at the job is required.
Kim Reynolds, Supervisor (ext 234) kreymonds@cloud.edu

119a KVCO Federal Work Study
Download music to computer, Record promotions and public service announcements, Index and log psa’s, spots, and all recorded material. Tasha Riggins, Supervisor (ext 306) triggins@cloud.edu

120a Library Federal Work Study
Staffing the circulation desk, taking count of patrons entering the library, answering simple directional questions, checking library materials in and out, assisting patrons with photocopier, logging into the computers, answering the telephone and taking messages when staff is unavailable. Directing student to the Library Website to locate
the online catalog and databases. Assisting patrons with programs such as Microsoft Word, PowerPoint, and Excel.  
**Krystal Richard, Supervisor (ext 227) [krichard@cloud.edu](mailto:krichard@cloud.edu)**

**121a__Maintenance Federal Work Study**

Pick up trash outside, trim/edge grounds, help with plantings, and wash vehicles, clean the gym including wiping down bleachers. Empty outside trash containers, Assist with large projects requiring chairs/tables to be set up and taken down. Work cooperatively with other College Departments, Regular attendance and/or physical presence at the job is required.  **Rex Sicard, Supervisor (ext 303) [rsicard@cloud.edu](mailto:rsicard@cloud.edu)**

**122a__Music Department Federal Work Study**

Will require some weekend hours for special scheduled events. Copy and file music, transport equipment, answer telephone.  **Patrick Sieben, Supervisor (ext 287) [psieben@cloud.edu](mailto:psieben@cloud.edu)**

**123a__Nursing Department Federal Work Study**

Check Nursing mailbox daily and pick up and distribute mail for each faculty member in Nursing Department. Maintain general housekeeping duties for the lobby area, simulation lab, computer lab. Maintain supplies in the work room. Make copies in Production Room in the main building as directed.  **Krista Bryant, Supervisor (ext 330) [kbryant@cloud.edu](mailto:kbryant@cloud.edu)**

**125a__Science Lab Federal Work Study**

All water sources to be checked and refreshed daily, snakes are to be misted daily, and plants are to be watered. Lizards and spiders need fed, and cages are to be cleaned weekly. Dishes are to be checked daily and washed if there are any, Sinks need cleaned weekly. Dust specimens monthly, take out recycling weekly. Wash out test tubes, transport biohazard garbage to hospital some secretarial tasks.  **Amanda Wolf, Supervisor (ext 301) [awolf@cloud.edu](mailto:awolf@cloud.edu)**

**126a__Student Records Federal Work Study**

Prefer student enrolled in office-related courses. Duties include alphabetizing, filing, computer entry in Word. Additional skills needed in telephone communications and customer service. Must realize the importance of confidentiality.  **Linda Petersen, Supervisor (ext 208) [lpetersen@cloud.edu](mailto:lpetersen@cloud.edu)**

**127a__Upstairs Faculty Federal Work Study**

Make hand-outs at the production room for classroom use, Sort various papers for categorization purposes, Record class attendance on the Canvas Learning Management System, ready classroom for class, regular attendance and/or physical presence at the job is required; be dependable and trustworthy in actions in an office environment.  **Beth Whisler (ext 262) [bcarlgren@cloud.edu](mailto:bcarlgren@cloud.edu) or Kevin Pounds, Supervisor (ext 263) [kpounds@cloud.edu](mailto:kpounds@cloud.edu)**

**128a__Vehicle Maintenance Federal Work Study**

Must have Kansas Driver’s License and pass the Motor Vehicle Report. All MIP, DUl, MIC and any drug related charges disqualify the applicant. Knowledge of detailing vehicles is preferred, Maintain daily documentation of CCCC fleet vehicles, Work Cooperatively with other Departments and regular attendance and/or physical presence at the job is required.  **Marcia Pounds, Supervisor (ext 302) [mpounds@cloud.edu](mailto:mpounds@cloud.edu)**

**129a__Wellness Center Federal Work Study**

Address and mail letters, make and put up signs, make copies, help with other activities and programs, clean-up weight room & Thunderville.  **Ted Schmitz, Supervisor (ext 300) [tschmitz@cloud.edu](mailto:tschmitz@cloud.edu)**
130a___ Wind Maintenance Federal Work Study

Prefer a wind energy student, produce copies of handouts for classes, assist instructors with setting up classrooms and equipment. Assist in the production of wind energy presentations, help with the management of wind energy data. Help with the organization of wind energy equipment and supplies, and maintain cleanliness or classrooms. Chet Anson Supervisor (ext 258) canson@cloud.edu or Monte Poersch, Supervisor (ext 312) mpoersch@cloud.edu