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.

201b ___ Brown Grand Theater
Office work, including bulk mailing preparation, mailing labels & sorting. Updating mailing lists on computer, entering data on computer, and creating posters and delivering them. Assorted Office Tasks, cleaning bathrooms, polishing brass and setting up/tearing down for meetings and events. Emily Krampe, Supervisor (785-243-2553) browngrandtheater@gmail.com

202b ___ Chamber of Commerce
Maintain the Chamber of Commerce Facebook page with daily updates and photos, help gather content for the monthly newsletter, helping with Chamber mailings and prepare for meetings held in the Chamber conference room. (785-243-4290) ConcordiaKSChamber@gmail.com

203b ___ CARES, Inc.
Answering the telephone and recording accurate messages. Sarah Holbert, Megan Lewellyn, Supervisor(s) (785-243-8200) cares.ks@sbcglobal@net

204b ___ Cloud County Historical Museum
Doing research, setting up displays, and filing. Regular attendance and/or physical presence at the job is required. Interact cordially with coworkers and clients to accomplish common tasks. Cindy Reimann, Supervisor (785-243-2866) museum@cloudcountyks.org

205b ___ Concordia After School Aide
Assist in supervision of students attending the After School Program, Assist in preparing and presenting activities, lessons, or presentations. Assist in ordering non-book materials, equipment, and supplies for CAP. Work effectively with students, teachers, parents, community agencies and other groups. Andrea Jones, Supervisor (785-275-3636) andrea.jones@usd333.com

206b ___ Frank Carlson Library
Circulation duties, basic patron assistance, Opening and closing procedures, basic equipment maintenance, and familiarity with library policies. Denise de Rochefort-Reynolds, Supervisor (785-243-2250) frankcarlsonlibrary@yahoo.com
207b National Orphan Train Museum

Greet visitors, tend the gift shop and give tours as needed. Work with the curator on a collections management project, assist board members with special projects. **Shaley George, Supervisor (785-234-4471)**

[curator@orphantraindepot.org](mailto:curator@orphantraindepot.org)

208b Family Resource Center

Morning hours, prepare and send out newsletter, construct database for Food Bank applicants—must have computer skills and type and deliver memos. Hours open are M/W/F 9-11 @ Food Bank and 12-2 @ Crisis Center. **Tina Walsh, Supervisor (785-243-1065)** [ccrc@nckcn.com](mailto:ccrc@nckcn.com)