



**UNIVERSITY OF
NORTHWESTERN**
ST. PAUL

Job Posting - Student Employment

As of 4/14/2015

The following is summary information on current, on-campus student employment openings.

UNW job postings are also listed on our Web page:

www.unwsp.edu/web/employment/student-employment

Application information is available online at:

www.unwsp.edu/web/employment/student-application

University of Northwestern - St. Paul is an equal opportunity employer, does not unlawfully discriminate, and seeks to hire employees regardless of race, color, national or ethnic origin, sex, disability, age, status with regard to public assistance, or other applicable protected class status.

STUDENT OPEN POSITIONS

America Reads Tutor
Education Department
1-5 mornings or early afternoons/week

Position Summary

Placement in an elementary school classroom to tutor children in reading and literacy skills in cooperation with the classroom teacher. Arrive at the elementary school on time and report to the office to sign in, then report to the teacher and work with the students accordingly, doing reading and literacy skill tutoring. Assist the teacher related to literacy skill development for the students.

Qualifications

Must be an Education major and qualify for federal work study funds. Student must have their own transportation to get to and from the elementary school. Must be able to read fluently out loud and have previous experience working with young children.

Contact Information

Peggy Novak – Education Department @ panovak@unwsp.edu
Position Number:ST0123

Assistant Data Entry
Technologies

Assist in the operations of an office by performing general or specific clerical tasks.

Position Summary

- File and/or update various documents or spreadsheets
- Communicate with and help staff, faculty, and/or students needing assistance
- Answer phones and direct e-mails as needed
- Assist in general clerical duties
- Be familiar with and work within the parameters of all FERPA regulations
- Abide by all University policies

Qualifications

- Must be detail-oriented, organized and self-disciplined
- Able to interact with a variety of individuals in a professional, tactful and courteous manner
- Have strong interpersonal and customer service skills
- Able to maintain confidential information and abide by all FERPA regulations
- Must have proficient computer skills
- Able to work independently and take initiative

Contact Information

Paula Grohs, plgrohs@unwsp.edu

Position Number:ST0194



**UNIVERSITY OF
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Business Intelligence Intern
IT Department

10 hours per week

Position Summary

Assist the analysts within the Business Intelligence office with reporting needs as it relates to current priorities and organization efforts.

- Assist with collecting and entering data definitions into online data repository
- Assist with reviewing existing reports and organization efforts in Argos reporting tool
- Assist with special projects as defined by the reporting analysts
- Assist with possible troubleshooting as it pertains to reporting needs
- Abide by all University policies

Qualifications

- Must be detail-oriented, organized and self-disciplined
- Ability to work independently with a high level of accuracy and attention to detail
- Ability to continue learning system functions and processes
- Able to maintain confidential information and abide by all FERPA regulations
- Must have strong computer skills
- Logical and critical thinking abilities

Contact Information

Linda Ashworth, Assistant Director of Experiential Education, LRashworth@unwsp.edu. Please complete the online student employment application and attach a resume and cover letter. Indicate how this position would contribute to your professional development.

Position Number:SG0003



**UNIVERSITY OF
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Café and Heritage Coffee Shop

APPLY TODAY!

Variety of positions available Monday - Friday evenings
(Occasional Sunday work is required)

- Line servers for the Grill, Pizza, Exhibition, Pasta and Home Style
- Cashiers

Bonus: 1 free meal per shift!

Qualifications

Strong interpersonal and customer service skills

Must be neat, organized and be able to take initiative

Must be a self-starter, committed to the job and be punctual

Contact Information

Charles Kosek at 651-631-5387

Please complete a student application for employment and submit it to StudentJobs@unwsp.edu with a request that it be forwarded to Charles Kosek.

Position Number:ST0155



**UNIVERSITY OF
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Campus Facilities Services Employment Opportunities

Morning and Evening Shifts Available!

Morning positions available, Monday-Friday: start time is 6am until chapel or first hour class.

Evening positions available, Monday-Friday: start time either 8pm to 11pm or 9pm to 11pm.

Some weekend hours required

Position Summary:

Responsibilities include but are not limited to cleaning after events, NWU offices, restrooms, and all other general areas. Some furniture moving is also required.

Qualifications:

Must be a team player, must be responsible, reliable, and be aware of the importance of being on time. Candidate must pass criminal background check and have the ability to perform basic cleaning tasks as well as furniture moving.

Contact Information:

To learn more please email Kathy Miller at kmmiller@unwsp.edu

Position Number:ST0151



**UNIVERSITY OF
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ST. PAUL

Communications/Web Assistant
Marketing & Communications

Hiring Summer 2014 and 2014-15 Academic Year
Approx 15 hours per week

Position Summary: Assist with functionally managing content for Northwestern's external website, internal intranet (theROCK), and social media platforms. Review and service web tickets submitted by Web CMS users for UNWSP.edu and theROCK. Assist with updating and editing content for the college website and intranet (theROCK). Assist with producing electronic publication of the Campus Google Calendar (for employees and students), coordinating its information with respective departments. Assist with web navigation planning and maintenance.

Qualifications: Sophomore standing or higher. Communication, Marketing, Computer Science or Management Information Systems major preferred. Excellent verbal and written communication skills. Well-developed communication skills including writing for the Web, technology sensibility, and experience with websites and social media. Basic knowledge of HTML. Proficient computer skills, including word processing and Internet research. Organizational skills/competencies.

Contact Information:
Joan Ayotte, JAAyotte@unwsp.edu

Position Number:ST0248



**UNIVERSITY OF
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ST. PAUL

Eagle's Nest - Bon Appétit
Variety of shifts available Sunday - Saturday
Cooks, servers, cashiers, ice cream/smoothie makers

Bonus: 1 free meal per shift!

Position Summary

To serve students and prepare food in the Eagle's Nest. Clean food service areas and tables.

Qualifications

Strong interpersonal and customer service skills
Must be neat, organized and be able to take initiative
Must be a self-starter, committed to the job and be punctual

Contact Information

Adam Trebbe at 651-631-5484

Please complete a student application for employment and submit it to StudentJobs@unwsp.edu with a request that it be forwarded to Adam Trebbe.

Position Number:ST0154



**UNIVERSITY OF
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Grounds Worker
Campus Facilities

7 a.m. - 3:30 p.m. Monday-Friday (Minimum of 2 hour time blocks)

Position Summary

Assist in maintaining campus lawns, mowing, irrigating, fertilizing and spraying regularly
Provide tree, shrub, and flower care, including water, trimming and planting
Maintain a safe work environment through proper use of equipment, chemicals and lifting
Abide by all University policies
Assist with set-up and take down of signs, tables ,etc. for events

Qualifications

Must be responsible, reliable, and be aware of the importance of being on time. Experience preferred, but not necessary.

Contact Information

To learn more please email Jeff Hintz at jdhintz2@unwsp.edu

Position Number:ST0150



**UNIVERSITY OF
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Male Art Model for Drawing 1 and Figure and Motion

Hiring now for Second Semester - Approximately 6 hours per week. T-Th 8:00-9:40 and/or 12:40-2:20.

Position Summary

Responsibilities include but are not limited to modeling for art students in various art classes.

Qualifications

Candidates must be able to hold poses for extended lengths of time and feel comfortable and self-confident wearing a one-piece bathing suit.

Contact Information

Drew Blom at drewblom@gmail.com

Position Number:ST0050

Position Number:ST0050



**UNIVERSITY OF
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Network Operations – Faith Radio
Approximately 10-20 hours per week
Time of day and days of week flexible

PURPOSE: To assist in the technical operations of Faith Radio, providing network programming and aid in clerical tasks as needed.

Position Summary:

- Monitor program channels and broadcast equipment
- Help to solve various technical problems and/or repair malfunctioning equipment
- Answer and direct questions from students, staff, and faculty
- Read and direct e-mail and other correspondence
- Assist in general clerical duties

QUALIFICATIONS:

- Strong interpersonal and customer service skills
- Must be neat, organized, and be able to take initiative
- Able to prioritize and complete tasks in a timely manner
- Able to work individually or as a member of a team

For questions please contact: Mat Reynolds - mreynolds@unwsp.edu

Position Number:ST0165



**UNIVERSITY OF
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Office Assistant, Undergraduate Pathways
15-20 during academic year
30 hours during the summer

Desired Start Date: December 1, 2013

Position Summary: To provide direct support to the daily office and registration procedures of Undergraduate Pathways.

The Undergraduate Pathways Office Assistant will assist with daily tasks such as checking and distributing mail, assisting guests, and answering the phone. Support with all processes for PSEO. Process all forms that come through the UP office. Set up, send out, and process online course and instructor evaluations.

Secondary job responsibilities:

Assist with transitioning all paper files to electronic files

Support other UP staff as needed

Other projects and tasks as assigned

Qualifications:

Prior office experience preferred

Organized

Self-starter

Ability to work independently

High attention to detail

Maintain confidentiality

Contact Info: Chris Gisler, cagisler@unwsp.edu

Position Number:ST0178



**UNIVERSITY OF
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Phonathon Caller
Annual Giving Department
Weeknights (Mon, Tues, Fri) & Sat AM
Time: 6-9 pm

Position Summary

This position requires excellent communication skills, a positive attitude, and a genuine love for University of Northwestern - St. Paul. Working on the Phonathon team is a great opportunity to improve your communication, fundraising, and public relations skills for life after UNW. You are also given the opportunity to connect and pray with UNW alumni, parents, and friends.

Responsibilities and Duties

- Serve as an ambassador for Christ and University of Northwestern by establishing an open and engaging line of communication with supporters.
- Gain an understanding of Northwestern, its alumni, parents, and friends of UNW, and its annual needs for financial support.
- Call constituents (alumni, parents and friends) to build rapport, update demographic information and acquire gifts to the Annual Fund.
- Work with other callers in a team oriented environment to further the development of the Phonathon and reach its goals.
- Commit to a minimum of 6-9 hours (2-3 shifts) per week.
- Arrive on time with a positive attitude toward scheduled calling sessions.
- Handle personal information with extreme confidentiality.
- Have a good time and make new friends!

Benefits

- Build your resume: Develop strong public relations, fundraising, communication, and marketing skills.
- Network: Converse with alumni in various professions all across the United States.
- Ideal work hours: evenings and weekends
- Incentives: Prizes earned for meeting individual and team goals, snacks, pizza parties, and end-of-semester celebrations.

Contact Information

Callie Wayt – Annual Giving Department @ cmwayt@unwsp.edu

Position Number:ST0159



**UNIVERSITY OF
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Public Announcer - Basketball

Position Summary

To assist in the responsibilities of the UNW Athletics department.

- Arrive on-time or early in order to assist in game or UNW athletic events
- Aid in the set-up or take-down of athletic events
- Assist in specific internal or external game requirements
- Enter and maintain database, mailing and filing as needed
- Help maintain the condition of the court or the weight-room as assigned
- Abide by all University policies

Qualifications

- Ability to interact with a variety of individuals in a professional, courteous and tactful manner
- Must have had previous public announcing experience
- Must be able to follow the sport and announce at the same time
- Must be responsible, reliable and aware of the importance of position and being on time
- Understanding of and agreement with University of Northwestern's Declaration of Christian Community and Doctrinal Statement is essential

Contact Information

Sara Koss, sakoss@unwsp.edu

Position Number:ST0028



**UNIVERSITY OF
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ST. PAUL

Service Desk
Information Technologies
Hiring for 2014-15 Academic Year

Position Summary

To provide telephone and on-site technical support to faculty, staff and administration on their Northwestern owned Technologies. Trouble-shoot computer software/hardware applications, which can include hand held devices, and printers. In the position you will also support a wide variety of office and internet application packages, working closely with the Information Technologies department to track incidents and escalate problems as necessary. Provide overall Help Desk support and assisting the team with special project support.

Qualifications

Strong interpersonal and customer service orientation along with proficient written and verbal communication skills. Flexibility and a desire to learn more about technology. Ability to interact with a variety of individuals in a professional, tactful and courteous manner. PC troubleshooting skills and general computer software knowledge is required. A strong desire to grow technically and to gain professional customer service experience.

Contact Information:

Adam Janecke; ADJanecke@unwsp.edu; 651-628-3347

Position Number:ST0004



**UNIVERSITY OF
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Student Shuttle Van Driver – Public Safety

Student Van Driver: Driving hours are in the late afternoon and/or evening hours, seven days a week. The work schedule for the drivers will be assigned each semester based on your availability to work. Approximately 10-15 hours per week.

Position Summary: Drive a 12 passenger van on its scheduled route while paying special attention to staying on schedule and maintaining the highest level of safety. Report any safety hazards or security issues that you encounter to your supervisor.

Student Daytime ADA Shuttle Van Driver - Public Safety

Student ADA Shuttle Driver: Driving hours are between 8am and 5pm, Monday - Friday. 10 – 15 hours/week based on availability.

Position Summary: Responsibilities include but are not limited to driving ADA (Americans with Disabilities Act) shuttle van to accommodate individual student needs. Care and respect of serving individuals with accessibility needs is a must. Maintain the highest level of safety while driving and report any safety hazards or security issues on campus to your supervisor. When student shuttles have been completed, additional duties may be assigned by Public Safety personnel.

Qualifications for both positions:

Must be at least 21 years of age

Must be an approved Northwestern driver or be able to obtain approval

Ability to work independently without close supervision

Strong interpersonal and customer service skills

Safety oriented

Contact Information:

Pete Sola – Public Safety at plsola@unwsp.edu with questions. If interested, please complete the online student employment application. Submit form to StudentJobs@unwsp.edu and request that it be forwarded to Pete Sola, Rick Roos, and Aaron Popkes.

Position Number:ST0118



**UNIVERSITY OF
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ST. PAUL

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Position Number:ST0060



**UNIVERSITY OF
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Teacher's Assistant (TA) – Concepts of Chemistry

Approximately 50-75 hours over a two-week period in August and again in late December

Position Summary: Assemble chemistry kits for CHE1006 and deliver them to the UNW bookstore

- Ordering supplies and equipment for the chemistry kits
- Manage the inventory of supplies and equipment for chemistry kits
- Pack the appropriate number of kits based on projected enrollments for each semester
- Ship replacement supplies and equipment due to breakage, as needed
- Be familiar with and work within the parameters of all FERPA regulations

QUALIFICATIONS:

- Knowledge of basic chemistry laboratory equipment
- Be available to work approximately 50-75 hours over a two-week period in August and again in late December
- Be available to work a few hours per week sporadically throughout the academic year
- Able to maintain confidential information and abide by all FERPA regulations
- Must be organized and detail oriented
- Able to interact with a variety of individuals in a professional, tactful and courteous manner
- Must have basic computer skills and e-mail knowledge
- Able to work independently and take initiative

Contact: Dan Crane, drcrane@unwsp.edu

Position Number:ST0250



**UNIVERSITY OF
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Ticket Office Agent

Hiring now for academic year (6-15 hours per week)

Position Summary

Responsibilities include but are not limited to Assist customers with exceptional service at the window, on the phone, email and through the mail, answer incoming phone calls and reserving/processing tickets via the computer using e-mail/internet. Working some evenings and weekends at events. Being familiar with on campus events as well as other events in the Twin Cities and helping with Lost and Found.

Qualifications

Previous customer service experience. Excellent phone skills. Experience in handling monetary funds. Ability to begin training now or at beginning of Fall Semester.

Contact Information

Alexi Abel – Ticket Office @651-631-5155

Position Number:ST0141



**UNIVERSITY OF
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Position Number:ST0107



**UNIVERSITY OF
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Position Number:ST0106



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Position Number:ST0067



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Position Number:ST0260



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Position Number:ST0261



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Position Number:ST0224



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