

West Virginia University Career Services Center

ON-CAMPUS EMPLOYMENT RESOURCES

Departments

- 1. Undergraduate Recruitment**
- 2. Arts and Entertainment**
- 3. Child Development And Family Support Services**
- 4. Conference Services**
- 5. Daily Athenaeum**
- 6. Dining Services**
- 7. Engineering**
- 8. New Student Orientation**
- 9. Office Of Information Technology**
- 10. Residential Education**
- 11. Student Recreation Center**
- 12. Student Support Services**
- 13. U92 FM**
- 14. Mountainlair Student Union**
- 15. Further Employment Opportunities**

1. UNDERGRADUATE RECRUITMENT

Tele-counselors are needed at Undergraduate Recruitment to help recruit new students.

Minimum Qualifications are:

- Cumulative grade point average of 2.5 on 4.0 scale
- Excellent communication skills
- Available to work Sundays and evenings

Contact Bobbie Godbey at 293-2124 x1231.

Contact Information:

Undergraduate Recruitment

P.O. Box 6090

Morgantown, WV 26506-6090

304-293-6871 phone

304-293-8763 fax

E-mail: go2wvu@mail.wvu.edu

Website: <http://www.arc.wvu.edu/NSS/>

2. ARTS AND ENTERTAINMENT

For job availability, contact Franny King at 293-2776.

Contact Information:

WVU Arts and Entertainment

PO Box 6017

Morgantown, WV 26506-6017

304-293-4406 phone

Website: www.events.wvu.edu

3. CHILD DEVELOPMENT AND FAMILY SUPPORT SERVICES

Child development generally has several student worker positions. However, at the present moment there are no positions available.

Contact Information:

Mary Riffon

WVU Child Development & Family Support Services

P.O. Box 6411

Morgantown, WV 26505

Phone: 304-293-5370

1-800-344-WVU1

FAX: 304-293-5884

E-mail: childcare@mail.wvu.edu

Website: <http://www.sa.wvu.edu/childcare/index.shtml>

4. CONFERENCE SERVICES

WVU Conference and Event Scheduling accepts applications each year for Conference Assistants & Night Shift Assistants.

Employment Dates: Mid-May through the first week in August

Conference Assistants/Night Shift Assistants serve the needs of guests in the Evansdale Residential Complex, Fieldcrest Hall, Pierpont Apartments, Stalnaker Hall and Summit Suites. Duties include providing front desk coverage and assisting with registrations and check-ins.

Compensation: \$6.75 per hour (shift work)

Job Descriptions:

- [Conference Assistants](http://www.wvu.edu/~conferences/employment/ca.html) (available at <http://www.wvu.edu/~conferences/employment/ca.html>)
- [Night Shift Assistants](http://www.wvu.edu/~conferences/employment/nsa.html) (available at <http://www.wvu.edu/~conferences/employment/nsa.html>)

Application:

Using our [online application](http://simpleforms.scripts.wvu.edu/conferences/Employment/) (the application is available at <http://simpleforms.scripts.wvu.edu/conferences/Employment/>) is a convenient way to apply for summer employment with the Conference and Event Scheduling Office. If you apply online, you will receive an email within one week confirming receipt of your application. Should you not receive a confirmation email, please contact our office.

If you do not wish to apply online, you may download an [employment application](http://www.wvu.edu/~conferences/employment/employment_application.pdf) [PDF] (the application is available at http://www.wvu.edu/~conferences/employment/employment_application.pdf) and submit your material by mail or fax. Applications will be accepted February 1 through March 15 each year for employment beginning mid-May.

Send applications to:
Conference and Event Scheduling
M-67 Brooke Tower
PO Box 6430
Morgantown, WV 26506-6430
-or -
Fax to: 304-293-3369

Applications will be reviewed to determine if you meet the requirements of the position. Interviews will begin the first week of April and continue until all positions are filled.

Contact Information:

Conference and Event Scheduling

M-67 Brooke Tower

P.O. Box 6430, Morgantown WV, 26506-6430

Phone: 304-293-2790

Fax: 304-293-3369

Email: conferences@mail.wvu.edu

Website: <http://www.wvu.edu/~conferences/index.html>

5. DAILY ATHENAEUM

Positions for the DA are usually advertised in the paper itself. Applications are available at their office.

Contact Information:

284 Prospect St.

Morgantown, WV 26506

304-293-4141 phone

304-293-6857 fax

Website: www.da.wvu.edu

6. DINING SERVICES

WVU Dining Services hires hundreds of students each year. No experience necessary.

Call them at 293-8682, extension 4, for details. Their website is

<http://www.wvu.edu/~dining/jobs/index.htm>.

The application can be obtained online at

<http://www.wvu.edu/~dining/jobs/application.xls>. Fill out the application, and e-mail the form to David.Master@mail.wvu.edu.

Contact Information:

David Master

WVU Dining Services

P.O. Box 6437

West Virginia University

Morgantown, WV 26506-6437

304.293.8682 ext. 4

Email: dining.questions@mail.wvu.edu

Website: <http://www.wvu.edu/~dining/>

7. MECHANICAL AND AEROSPACE ENGINEERING

The engineering department has a student worker position available that is responsible for general office duties. The starting wage is \$5.85 per hour. The position requires 20 hours per week. Please mail your resume or apply in person.

Contact Information:

Nancie Yost
West Virginia University
323 Engineering Science Building
Morgantown, WV 26506
Phone: 304-293-3111 ext. 2330
Email: nancie.yost@mail.wvu.edu

8. NEW STUDENT ORIENTATION

The New Student Orientation office has positions available for Mountaineer Visitation Day (MVD) tour guides and New Student Orientation Student Assistants. The Mountaineer Visitation Day Tour Guides give tours about six times a semester for prospective students and their guests attend an open house. Training is required for those students interested in being a MVD tour guide.

Minimum Qualifications: Students must have at least a 2.5 cumulative GPA and be in good standing with the university to apply for this position.

Student Assistants are needed for New Student Orientation. Applicants who are chosen as Student Assistants (returning and new) are required to participate in extensive training during the Spring 2007 semester. Student Assistants are also required to participate in all Orientation Programs in April, May and the month of June for a total of approximately 18 sessions. Student Assistants are paid hourly prior to June and then receive a stipend for the month of June. During Summer Orientation, Student Assistants will also receive most meals, clothing for work, and optional lodging in a WVU residence hall.

Minimum Qualifications: Students must be current, full-time WVU students (undergraduate or graduate) with at least a 2.5 cumulative grade-point average and who are returning to WVU for the 2006-2007 academic year.

Contact Information:

Wendy Cerne
New Student Orientation
West Virginia University
Second Floor, Purinton House
Post Office Box 6411
Morgantown, West Virginia 26506-6411
304-293-2264 phone

304-293-2791 fax

Email: orientation@mail.wvu.edu

Website: http://www.arc.wvu.edu/new_student_orientation/index.htm

9. OFFICE OF INFORMATION TECHNOLOGY

The Office of Information Technology employs 5 types of student positions in the following OIT units:

Office of Information Technology, CIO Office (<http://oit.wvu.edu/oit/index.html>) (includes the IT Business Office (<http://oit.wvu.edu/itbo/>) IT HR Office (<http://oit.wvu.edu/hr/>) and OIT Communications)

Information Systems (<http://oit.wvu.edu/is/index.phtml>) (includes Student Information Systems, Database/Apps Administration, Systems Administration, Enterprise Systems Development and the ITRC)

Support Services (<http://oit.wvu.edu/support/>) (includes Classroom Technology, Help Desk, Technology Support Center, LAN Services and Academic Support Services)

Technology Support Services (<http://oit.wvu.edu/support/tss/>) (includes CATC, Project Management, and Training and Consulting)

Telecommunication and Network Operations (<http://oit.wvu.edu/telecom/index.html>) (includes VOIP Administration, Telephony Administration and University Network Operations)

Services provided include programming analysis and design, microcomputer repairs, local area network development and operation, consulting and training and help desk consulting.

Student positions include:

1. Professional Technologist Intern (Int Prof Tech)
2. Advanced Technical Student Worker (Adv Tech Student)
3. Technical Student Worker (Tech Student)
4. Clerical Student Worker (Clerical Student)
5. Work Study Student Worker

OIT Student Application Process:

Go to the OIT Student Employment website (<http://oit.wvu.edu/hr/studentjobs/studentsite.htm>) and follow the OIT Student application process.

Contact Information:

WVU Office of Information Technology

1 Waterfront Place

PO Box 6500

Morgantown, WV 26506

(304) 293-8009

Website: <http://oit.wvu.edu/>

10. RESIDENTIAL EDUCATION

Position: Night Assistant (\$6.50 per hour)

Job entails conducting:

- perimeter and in-hall checks of all residence halls on a given campus
- logging each rove at main desk
- keeping the Main Desk apprised of all emergencies
- responding to residence hall situations including, but not limited to, policy violations and emergencies
- checking I.D.s for admittance to the residence halls from midnight to 8:00am
- monitoring guest registration forms
- providing initial response to situations including policy violations, emergencies, and other community concerns as needed
- completing information reports and a nightly report
- key management

Minimum Qualifications:

A minimum of 2.5 cumulative grade point average (GPA) is required. Judicial history will be reviewed upon consideration of your application.

Please contact Tony Richardson at 304-293-6187 x25060 for an application.

Position: Resident Assistant

The Resident Assistant is a staff member of Residential Education appointed for one academic year. The Resident Assistant, working with the Residence Hall Coordinators (RHCs) and the Resident Faculty Leaders (RFLs), the Division of Student Affairs, and the University is responsible for meeting the goals of Residential Education.

REQUIREMENTS FOR RESIDENT ASSISTANT POSITION

1. RAs must maintain a minimum 2.5 undergraduate cumulative grade point average and a 3.0 graduate cumulative grade point average at the time of assumption of duties as a Resident Assistant, with preferences given to those applicants with a 2.75 undergraduate and 3.25 graduate grade point averages. (For RAs enrolled in Law School a GPA of 2.0 is acceptable.)
2. RAs must be enrolled as full-time students.

Applications are due hand-delivered or postmarked no later than **NOON on Monday, January 22, 2007** to the Office of Residential Education, M-70 Brooke Tower, P.O. Box 6430; Morgantown, WV 26506-6430.

References should preferably be from former or present employers who are able to assess

your leadership skills, initiative, and work ethic. Present residence hall staff and/or faculty members who are able to assess your abilities as they relate to the residence hall staff position are also preferred references.

Your application is complete upon receipt of:

- a. The application and question pages
- b. Two (2) references (returned by reference writer)
- c. **Transfer students--A copy of the transcript(s) from your previous school(s)**

All applicants MUST be available on February 17-18, 2007. If you cannot be available during this time, you will not be considered during our first round of hiring. There will be **NO** exceptions to this requirement.

Please feel free to contact the Office of Residential Education if you have any questions concerning the application or selection process via email resed@mail.wvu.edu or (304) 293-4686.

Position: Residence Hall Recreation and Wellness Coordinator

The Recreation and Wellness Coordinator (RWC) position at West Virginia University was created to provide students with educational and recreational experiences designed to encourage a healthy lifestyle. The Recreation and Wellness Coordinator is a live-in member of the Residential Education program assigned to a specific residence hall for one academic year. The Recreation and Wellness Coordinator will work with the students and staff in the residence halls to help meet the goals of Residential Education.

REQUIREMENTS FOR WELLNESS COORDINATOR POSITION

1. RWCs must maintain a minimum 2.5 undergraduate (3.0 graduate) cumulative grade point average at the time of assumption of duties as RWC, with preferences given to those applicants with a 2.75 undergraduate GPA.

The application deadline is generally at the end of March. Interviews are generally the second week of April.

Please feel free to contact the Office of Residential Education if you have any questions concerning the application or selection process via email resed@mail.wvu.edu or (304) 293-4686.

11. STUDENT RECREATION CENTER

Position: Lifeguard

Minimum Qualifications are :

Experience: Previous experience in some phase of swimming pool work is preferred. Must have excellent swimming skills, skills in rescue techniques and procedures, first aid application and CPR.

Knowledge: Must have thorough understanding of preventative lifeguarding, current rescue techniques and procedures, first aid application and CPR.

General: Must be in good physical and mental condition and maintain professional work-related practices-safety, alertness, dependability, responsibility, initiative, tact, courteousness, common sense, good judgment, cleanliness, endurance and the ability to work with all ages.

Application Process:

Complete a Student Recreation Center application. The application is available online at <http://studentrecenter.wvu.edu/Library/2006%20Employment%20Application.pdf>.

Return completed applications to:

Student Services Center

West Virginia University

PO Box 6018

Morgantown, WV 26506-6018

304-293-PLAY phone

Email: SRC@mail.wvu.edu

Website: <http://studentrecenter.wvu.edu/>

Position: Internship

Students majoring in exercise physiology, sport and exercise psychology, sports management, physical education, health education, or community health promotion are needed to work at the Student Recreation Center. Internships, work study, and paid work experience available for summer, fall, and spring semesters.

For more information, contact Colleen Harshbarger at 293-5054 or colleen.harshbarger@mail.wvu.edu.

For other available positions, check the Student Recreation Center website at <http://studentrecenter.wvu.edu/>. Click on Employment.

12. STUDENT SUPPORT SERVICES

Position: Tutor

Student Support Services has tutoring employment opportunities. Minimum qualifications are:

- Full-time undergraduate or graduate student at WVU
- Cumulative grade point average of 3.0 on a 4.0 scale

- 29 or more earned credit hours (sophomore standing)

Application process:

Applicant must submit a completed application, an academic transcript (may be unofficial), and two letters of reference from an instructor, employer, staff member, or person who can speak to your abilities and/or character. Applications can be obtained online at http://www.wvu.edu/~trio/SSTutorApplication_0305.pdf. Tutors earn a starting wage of \$8.00 per hour. Return completed applications to:

Contact Information:

Student Support Services
West Virginia University
215 Student Services, PO Box 6230
Morgantown, WV 26505-6230
304-293-6629 phone
304-293-3044 fax
Website: <http://www.wvu.edu/~trio>

13. U92 FM

The radio station has various student worker positions related to music. For openings, please contact Darlene Johnson.

WWVU-FM
Darlene Johnson
Mountainlair
West Virginia University
PO Box 6446 Morgantown, WV 26506-6446
(304) 293-3329 (voice)
(304) 293-7363 (fax)
E-mail: u92@mail.wvu.edu
Website: <http://u92.wvu.edu/index.cfm>

14. Mountainlair Student Union

The Mountainlair Student Union has various student employment opportunities in the areas of:
Night Operations, JACS convenience store, Information Desk, Games Area, and the Side Pocket. For additional information, please contact Ben Wilson at Ben.Wilson@mail.wvu.edu

There are also positions that will provide professional development and may lead to permanent employment.

Contact Information:
Mountainlair Administrative Office
PO Box 6437
West Virginia University
Morgantown, WV 26506
304-293-2702 phone

15. FURTHER EMPLOYMENT OPPORTUNITIES

For further on-campus employment, go to announcements on MIX at <http://www.mix.wvu.edu>.