**2019-2020 Work Study Positions**

**Advancement & Alumni – Assistant**

Description:
The Advancement & Alumni Work Study student will assist with a variety of tasks in our office. This can include, but is not limited to, mailings, making thank you calls to donors (mostly alumni donors), special event preparation (décor, name tags, etc), data entry, scanning or copying projects, and other tasks as assigned. We also use our work study students at meetings for the Board of Trustees, Board of Counselors, and Executive Committee, during which the student will be asked to talk about their Avila experience and a little bit about themselves (major, hometown, plans after college, etc). Scripting or talking points will be provided for thank you calls and meeting presentations. We do expect our work study to stick to a mutually agreed upon weekly schedule and call/e-mail if they need to miss a shift. We are flexible and acknowledge that certain times of the school year are busier than others—as long as the student communicates their needs for study time/missing for a class or class project or trip. We are looking for a self-starter, independent worker, takes direction/constructive criticism well, and a sense of humor. We need a student that isn’t afraid to make thank you calls to our donors (script provided) or interact with the alumni and guests that visit our office. A set schedule of 2-3 days per week, 6-8 hours total (can be any time between the hours of 8am and 5pm).

Positions Available: 2
Bailey Carr
816.501.3780
bailey.carr@avila.edu

**Athletics – Athletic Training Department**

Description:
The staff of four certified athletic trainers will closely supervise work. Tasks may include but are not limited to light clerical work; cleaning equipment, disinfecting all portions of the medical facility; preparing and transporting ice, water, and equipment for practices/home games; stocking and organizing the athletic training facility. Availability for work should include arriving hours prior to the start of home football games as well as for pre-event preparation for other events as assigned. Opportunities are available for travel to work away football games. A small amount of hours during the weekday are also available. First Aid and CPR certification is preferred. Requirements include work hours in the afternoon/evening, and some weekends. Workers must be able to lift and carry heavy objects as well as work in inclement weather and conditions of high heat and humidity. A dress code and conduct code must be followed.

Please note that this position does not include any aspect of patient care. Exceptions may occur for delivery of wound care or cryotherapy associated with football game days.

Positions Available: 2 fall semester and 1 spring semester
Bradley Hensley, Head Athletic Trainer
816-501-3742
hensleyb@avila.edu

**Athletics-Basketball Program- Practice Assistant**

Description: The student will be responsible for women’s basketball practice and pregame preparation. Work will also include laundry, organization of athletic equipment, and practice materials. Hours will remain consistent at times, but times and days of work will vary throughout the semester. Will include work on some weekends when the college has athletic contests.

Positions Available: 2
Athletics-Fitness Center Attendant
Description:
Ensure all patrons sign in and out of the facility. This also includes actively ensuring each person is a present member of the Avila community and has an up-to-date waiver on file. Adhere to all posted policies and make sure all patrons are educate and adhering to those policies. Secure facilities at the end of shifts by having campus safety lock the facility that the next attendant is on their way to cover. Perform weekly assigned cleaning assignments. Provide emergency response to patrons in need. This includes maintaining an active certification by the Red Cross or American Heart Association in CPR/AED and First Aid. If you do not have these certifications Athletics will help you obtain them. Report any incidents using appropriate documentation regarding issues that occur during a shift. Must be able to lift 55lbs.
Positions Available: 13

Supervisor:
Brian Ciolek, Assist Athletic Dir/Strength & Conditioning Coach
brian.ciolek@avila.edu
816.501.3736

Athletics – Football Assistant
Description:
Filming practice from 4pm-6pm on Tuesdays, Wednesdays, and Thursdays, and uploading the film.
Laundry each day for 100 student athletes
Game management for men's & women's basketball and baseball (work scoreboard, tickets, set-up/take-down at events)
Data entry for football practices and games; data entry for recruiting databases
Set up field for game day and practice.
Reliable, able to follow directions. 8-20 hrs/week. Monday-Saturday (mostly weekday evenings/night)
Positions Available: 3
Supervisor:
Marc Benavidez
816.501.2937
Marc.benavidez@avila.edu

Athletics Game Day Staff
Description:
Want to watch sports and get paid? This is the job for you! Avila Athletics is looking for student workers to assist with a variety of game day tasks. No prior knowledge of sports is required, only a strong work ethic and willingness to learn.
Qualifications/Skills Needed: Basic understanding of technology desired. Ability to sit or stand for up to 45 minutes at a time as necessary. Desired Schedule/Approximate Hours per Week: Hours vary based on athletics events; weekend and evening availability (see www.avilaathletics.com for a schedule) is preferred.
Positions Available: 1
Supervisor:
John Roushkolb
816.501.2936
Athletics – Mascot
The Athletic Department is looking for student workers to dress in our Dom the Eagle costume at games, admission events, alumni events and appearances!! The workdays and times will be different depending on the event. There will be other office duties associated with this position as well. Those duties will include filing, doing inventory and inputting information in excel spreadsheets for recruiting.

Positions Available: 1
Cindy Freeman
816.501.2478
Cindy.Freeman@avila.edu

Athletics – Men’s Soccer Assistant
Assisting Men’s Soccer in various ways, i.e. answering phones, sorting mail, computer work, campus errands, and being available to assist other coaches in the program when needed as well. The persons hired for this position will also be required to assist game management at Avila’s various home game sporting events.

Positions Available: 1
Stephen Hoffman, Head Coach Men’s Soccer
(o) 816-501-2475
(c) 913-749-2531
Stephen.hoffman@avila.edu

Athletics – Public Address Announcer
Description:
Be the voice of Avila Athletics home events! We’re looking for someone who can help deliver a winning atmosphere at our events. From introducing the starting lineups and celebrating goals and touchdowns, to delivering value for institutional partners through sponsor reads, to honoring student-athletes as they play the final games of their collegiate career, we’re looking for a strong voice for the Eagles. Qualifications/Skills Needed: Strong public speaking skills required. Steady demeanor and ability to adapt and improvise in unscripted situations preferred. Desired Schedule/Approximate Hours per Week: Hours vary based on athletics events; weekend and evening availability (see www.avilaathletics.com for a schedule) is preferred.

Positions Available: 1
Supervisor:
John Roushkolb
816.501.2936
John.Roushkolb@avila.edu

Athletics – Sports Information Student Assistant
Description:
Assist the Sports Information Director in areas including statistics, game day media, game day setup/clean-up, game day management, etc. Must be flexible and able to adapt to working on different tasks daily. This position is great for a student that is considering a career in athletics. This position offers a wide range of duties that will allow a student to develop a broad base of skills and a real-world portfolio tailored to the demands of the athletics communications field.

Qualifications/Skills Needed: Strong writing skills and computer knowledge (Apple and/or Microsoft) required. Experience in photography, stat-keeping (DakStats, StatCrew, or similar), and/or Adobe Creative Suite is preferred. Sports Communication majors encouraged to apply. Must have strong attention to detail and be able to work in a professional and timely manner. Applicants should submit a resume and/or portfolio along
with a cover letter outlining qualifications and areas of interest for the position. Desired
Schedule/Approximate Hours per Week: Hours vary based on athletics events; weekend and evening availability (see www.avilaathletics.com for a schedule) is preferred.
Positions Available: 1
John Roushkolb
816.501.2936
John.Roushkolb@avila.edu

Campus Services – Office Assistant
Description:
Campus Services is looking for a work-study student to help with data entry, filing, answering the phone and other work as assigned by Supervisor. Reliable, good/consistent work habits and the ability to work with supervisor and/or independently when necessary. Prefer someone that can work Monday through Friday, between the hours of 7:30am and 3:00pm. Number of hours may vary and are flexible with advanced notice.
Positions Available: 1
Supervisor:
Shellye Tabor
816.501.3629
shellye.tabor@avila.edu

Campus Services – Seasonal Grounds Assistant
Description:
Assisting the Horticulture/Grounds department in maintaining and improving the overall appearance of the Avila University campus. During the growing season duties include: trash and litter cleanup campus wide, mowing/trimming, blowing off paths and walkways, general athletic field maintenance, watering trees and shrubs, planting flowers, applying mulch, pulling weeds, and raking leaves. During the winter months duties will include, but not limited to shoveling snow, applying ice melt, trash and litter cleanup campus-wide, and assisting with tree trimming.
Contributes to the overall success and morale of the Campus Services division by performing all duties and responsibilities as assigned in a professional and courteous manner. Contributes to departmental objectives and goals by completing any other duties assigned by the administration of the Horticulture/Grounds department.
KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS - High level of energy and enthusiasm - Ability to work, unsupervised, in an efficient and timely manner - Ability to operate general landscaping tools (shovels, rakes, pruners, etc.) - Ability to lift 50lbs. or more - Ability to bend over or kneel for extended periods of time - Ability and willingness to work in less than ideal weather conditions (extremes of heat and cold, rainy and snowy weather) - Ability to stay on feet for extended periods of time (walking and standing).
MINIMUM ACCEPTABLE QUALIFICATIONS
Any experience with landscaping equipment or landscape maintenance a plus, but not required.
Positions Available: 2
Supervisor
Jeffery Reinhardt, Groundskeeper Tech
Jeffery.Reinhardt@avila.edu
816 501 2973

IT Services – Student Assistant
Provide first level of customer assistance and support related to computer issues. Answer helpdesk phones calls and assign tickets to IT personnel. Run diagnostic programs to resolve problems. Assist in resolving Wi-Fi issues. Provide evening support for all student and faculty. Computer skills, English speaking, Wi-Fi__33 set-
up, quick learner, Windows 7 & 8 knowledge. Approx. 8 hours/week. High need times are 9AM-1PM every day.

Positions Available: 4
Jon Gambill, Assoc. VP for Information Services
816.501.2436
jon.gambill@avila.edu

**Learning Commons – Library Assistant**

Description:
Duties include assisting patrons at the circulation desk, assist fellow students to use databases, request books through the Kansas City and Mobius consortium libraries, other basic library skills, help patrons to find books, check books in and out, shelf read, shelve and shift books and journals, Help patrons make copies, fax and scan, Interact professionally and courteously with students, faculty and staff, other tasks as assigned. Good communication skills. Customer services skills exemplified by a positive attitude, kindness and helpfulness. A basic understanding of the library and computers will be helpful. We will teach you the libraries operating systems. Excellent problem solving skills to ascertain student needs help them, or determine the appropriate library staff person to help them. Ability to work well with patrons, other student workers and staff on tasks as assigned. Blocks of time will be scheduled in 2-4 hours a day with up to 8-9 hours a week as applicable.

Students work between 7:30 AM and 6:00 PM.

Positions Available: 10
Becky Nichols
Rebecca.Nichols@avila.edu
816-501-2428

**Registration & Records Office – Office Clerk**

Description:
The Registration and Records Office is looking for a work study student to help with general clerical duties to include, but not limited to: answering telephones, assisting walk-in traffic, photocopying, scanning, data entry, mailing and filing, and other duties as assigned by Registration staff. Demonstrate professional customer service skills and a positive attitude when speaking with the general public or other campus personnel. Must have the ability to pay attention to detail to help maintain accurate records, good computer skills, and the ability to problem solve as needed.

Must be dependable, neatly dressed, have good/consistent work habits, and the ability to work with a supervisor and/or independently when necessary. Must be willing to learn office skills, Microsoft Office applications, and the campus student information system. Must be able to maintain confidential information in a professional manner.

Available work hours are Monday-Friday, 8am-5pm. Hours and schedule can be adjusted to accommodate class schedules.

Positions Available: 2
Supervisor:
Melissa Johnson
816.501.3611
melissa.johnson@avila.edu

**Residence Life – Office Assistant**

Description:
Perform routine clerical duties. Greet visitors to the Residence Life Office with a smile and courteous manner, answer questions and connect them with the help they need. Answer telephone, make phone calls, and convey messages with a positive customer service experience. Hang and remove fliers and posters in
designated areas around campus. Other duties as assigned by Director of Residence Life or designee. Must be dependable and neatly dressed. Must be pleasant and have a willingness to learn office skills. Must be able to maintain confidential information in a professional manner. Hours and schedule can be adjusted to accommodate class schedules.

Positions Available: 2
Steven Sweat, Director of Residence Life
steven.sweat@avila.edu
816 501 2485

**Student Life- Assistant**
Description:
The Student Life Assistant functions as part of a fun and collaborative Student Life team. The team assists with the planning, promoting, implementing, and evaluating of student activity events, programs, and campus celebrations. For example: AU Kick-Off Celebration, Homecoming Week, Week of Giving, Stress Relief Week, Spring Fling Week, Ping Pong/Pool Tournaments, Eagle Madness, Avila Field Day, and new events coordinated by the Student Life Assistant. The Student Life Assistant will possess the following qualifications/skills: responsible, reliable, positive attitude, team player, dependable, organized, trustworthy, problem solver, effective communicator, creative, and computer skills. 6-10 hours/week, some evening/weekend work may be required.

Positions Available: 1
Jason F Baldwin, Director of Student Life
Jason.baldwin@avila.edu

**Student Financial Services-Student Assistant**
Description:
This position will assist office staff in the administration of federal, state, and institutional aid in accordance with applicable regulations, assisting the students for the institution with their financial aid needs. The following are primary duties and responsibilities of this position: Use and electronic filing system (ImageNow) to scan and review financial aid documents, greet and assist walk-ins, answering questions at the front desk and on the phone, respond to email inquiries in professional and helpful manner, data entry input of financial aid information, use a copy machine and fax machine, assist staff with special projects.

Positions Available: 4
Dani Reynolds, Assistant Director of Student Financial Services
Dani.reynolds@avila.edu
816.501.3609

**Theatre – Open to all majors**
*ALL THEATRE WORK STUDY POSITIONS may involve additional duties in which assistance is required. This may include assisting the other two theatre positions in their work from time to time.*

**Theatre Scene/Costume Shop Assistant**
Responsibilities may include, but are not limited to building and painting sets; hanging lights; moving heavy objects; working with power tools, electronic equipment, and paint; sewing costumes; cleaning and organizing workspace/s and/or many other duties around the theatre. Flexible Hours. Mon – Fri. Hours generally between 1pm and 5pm. Some weekends may be available.

**Theatre – Box Office Assistant**
Responsibilities may include, but are not limited to answering and returning patron phone calls and emails, handling ticket orders, printing and distributing tickets, updating event calendars and contact information, cleaning/organizing office, storage, and kitchen spaces; and/or many other duties around the theatre. Flexible hours.

Monday – Friday. Between 8:30 am - 5 pm. Some weekends/evenings possible.

**Theatre – Production Office Assistant**
Responsibilities may include, but are not limited to assisting, developing, and/or maintaining contact lists of patrons, donors, and alumni; curating social media and e-newsletter content; set-up of display cases, bulletin boards, and lobby decorations; various production needs (i.e. program copy, box office assistance, etc.); distributing posters and PR materials; writing letters, making phone calls, and/or assembling packets to/for patrons, prospective students, community partners, etc.; cleaning/organizing theatre mailroom, production office, and green room; and/or many other duties around the theatre. Flexible hours. Monday – Friday. Between 7am - 7 pm. Some weekends are possible.

Positions Available: 5
Matt Schwader Harbor, Asst Prof of Theatre and Dir. of Performance Studies
Matt.Schwader@avila.edu
816 501 2405

**TRIO Office Assistant**
The mission of the TRIO program at Avila University is to empower students to advance their achievement in higher education. TRIO strives to increase academic success, college access, and graduation rates by using research-driven strategies to assist individuals in overcoming financial, academic, social, and cultural barriers to higher education.

Student Support Services offers various free services designed to ensure eligible full-time students at Avila University are successful in their academic career. Some of these services include academic advising, workshops, cultural activities, mentoring programs, assistance with the financial aid process, and grant aid scholarships. Responsibilities include but not limited to: Assist staff with filing, copies, mailings and other office duties. Answer phone calls and greet students in the TRIO Office. Help update and maintain database. Help update and maintain websites and social media platforms. Work independently on projects for the benefit of the office. Assist at Student Support Services events.

Qualifications:
Prefer successful completion of at least one year of postsecondary education, strong postsecondary academic record, strong written and oral communication skills, and experience in overcoming barriers similar to those of the target population.

Positions Available: 1
Regan Baker
816.501.2427
Regan.baker@avila.edu

**Vis/Comm- Equipment Checkout**
Description:
Responsibilities include inventory checks, checking in and out equipment, maintaining records, and assistance in organization.

Positions available: 3
Supervisor:
Mary Fehr
816.501.3653
Mary.Fehr@avila.edu
**Vis/Comm – Gallery Assistant**

Description:
Responsibilities include hanging shows, assisting at gallery openings, taking down and maintaining exhibits, and assisting in the gallery office.

Positions Available: 2

Supervisor:
Mary Fehr
816.501.3653
Mary.Fehr@avila.edu