

2018-2019 Work Study Positions

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 of the institution with their financial aid needs.

The following are primary duties and responsibilities of this position:

- Use an 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

Supervisor:

- Hannah Masters
- 816.501.3709
- hannah.masters@avila.edu

Adult & Graduate Admissions – Preparedness Coach

Description:

- This work study will act as the “Preparedness Coach” for new students for the adult and graduate admission team. This person will work with all students who enroll to make sure that they are prepared for class. This will include email and phone communications to ensure they have set up their student accounts, their payment plan in place, they have their textbooks, parking pass, ID, etc. This work study will work closely with the advisors to communicate any student concerns. When not working with enrolled students, this position will also help the adult and graduate admission team on various projects related to adult and graduate admissions and advising.

Supervisor:

- Holly Sanders
- 816.501.3773
- holly.sanders@avila.edu

Adult & Graduate Admissions – Student Assistant

Description:

- Assist enrollment efforts for adult & graduate programs by providing support as needed. Responsibilities may include organizing & completing mass mailings, calling students to remind of campus events, completing retention phone calls, organizing promotional items, campus runs between departments, making copies, organizing binders and many other duties. Student must have professional/legible handwriting.
- Strong organizational skills, attention to detail, some computer proficiency with Microsoft word and excel. Flexible schedule M-R, preferred days.

Supervisor:

- Holly Sanders
- 816.501.3773
- Holly.sanders@avila.edu

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).

Supervisor:

- Bailey Carr
- 816.501.3780
- bailey.carr@avila.edu

Athletic Training – Student Assistant

Description:

- Student workers can expect to be closely supervised while assisting the staff of 4 athletic trainers. Tasks may include, but are not limited to: light clerical work; cleaning equipment and the medical facility; preparing and transporting ice, water, and equipment for practices/home games; stocking and organizing the athletic training facility, and applying basic first aid if deemed qualified. Students availability should include arriving hours early to work 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 based upon suitability for the role. Weekday hours are also available if primary tasks are part of meeting the job description.
- First Aid/CPR Certified 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. There is a dress and conduct code that must be followed.

Supervisor:

- Gay Anderson-Director of Athletic Training Services
- 816.501.3742
- gay.anderson@avila.edu

Athletics – Dance Team Assistant

Description:

- General office duties such as filing, preparing mailings, updating facility calendars, working on dance related tasks. This position will give the student worker the opportunity to learn some good hands on athletic department skills.
- We need dependable individuals that are responsible and reliable. 8 hours/week

Supervisor:

- Cindy Freeman
- 816.501.2478
- cynthia.freeman@avila.edu

Athletics – Football Assistant

Description:

- Duties include: laundry each day for 100 student athletes (including weekends), 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; clean locker room and weight room; set up field for game day and practice. Other duties include filming from 4pm-6pm on Tuesdays and Thursdays, and uploading the film.
- Reliable, able to follow directions. 8-12 hrs/week. Sunday-Friday early mornings and evenings.

Supervisor:

- Marc Benavidez
- 816.501.2937
- Marc.benavidez@avila.edu

Athletics – Mascot

Description:

- 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 work days 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.

Supervisor:

- Cindy Freeman
- 816.501.2478
- Cindy.Freeman@avila.edu

Athletics – Men's Soccer Office Assistant

Description:

- Duties may include: Laundry each day for practice and game uniforms (including weekends), filming home games, set up field for game days, ball boy/girl for games, campus errands, and assist other coaches and sports in various ways throughout the year.

Supervisor:

- Stephen Hoffman
- 816.501.2475
- stephen.hoffman@avila.edu

Athletics – Sports Information Student Assistant

Description:

- Assist the Sports Information Director in areas including statistics, game day media, game day set-up/clean-up, game day management, etc. Must be flexible and able to adapt to working on different tasks daily. This position is great for the student that is considering a career in athletics. The position's wide scope provides a base for many things and allows the student to gradually focus on his/her specific interest over the course of time.
- Knowledge of computers (Apple and/or Microsoft) preferred. Sports Communication majors encouraged to apply. Must be a quick learner, able to work in a professional and timely manner. Hours vary. Weekend and evening availability during the week is very important. Must be able to make most home sporting events.

Supervisor:

- Brandon Droge
- 816.501.2936
- brandon.droge@avila.edu

Athletics – Women’s Soccer Office Assistant

Description:

- Assisting Women’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.

Supervisor:

- Katie LaForge
- 816.501.2417
- Katie.laforge@avila.edu

Buchanan Initiative for Peace and Nonviolence

Description:

- The Program Assistant will assist in the development of the Buchanan Initiative’s online and social media presence. The incumbent will manage the department’s Twitter and Facebook accounts and drive engagement by creating written and visual content. In addition, the incumbent will be responsible for the development of content for distribution to our stakeholders via email and print materials.

Qualifications/Skills Needed:

- Familiarity with social media platforms.
- Working knowledge of Microsoft Word and Adobe Acrobat.
- Visual art and graphic design expertise a plus.

Desired Schedule/Approximate Hours per Week:

- Approximately 10 hours per week; very flexible hours.

Supervisor:

- Arica Maurer
- 816.501.3627
- Arica.maurer@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 “at least” one period of 3 hours (within the time frame of 7:15am and 3:15pm: Monday through Friday.

Supervisor:

- Shellye Tabor
- 816.501.3629
- shellye.tabor@avila.edu

Campus Services – Seasonal Grounds Assistant

Description:

- Employees in this position will perform maintenance and landscaping duties on the Avila University campus while working with the Horticulture/Grounds Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

Supervisor:

- David Gebauer (Manager of Horticulture/Grounds)
- 816.501.2973
- David.Gebauer@avila.edu

Chemistry and Biology – Lab Assistant

Description:

- The student will be responsible for helping in the preparation, maintenance, and clean-up of science labs in O’Rielly Hall. Labs that will need assistance in being prepped are mainly for Chemistry and Biology courses. The specific duties include helping organize the lab equipment, preparing substances needed for labs, locating and pulling equipment, setting up microscopes, cleaning and putting up equipment when labs are finished, and completing other tasks as they arise. The student does not have to know how to perform all duties but should have an understanding of lab measuring equipment, be organized, and be able to learn through hands-on demonstration. The student will report to the lab manager.

Supervisor:

- Gina Kozlowski
- 816.501.2919
- Gina.kozlowski@avila.edu

Computer Science – Faculty Assistant

Description:

- Simple grading, drafting first versions of labs, assignments and rubrics for grading labs and other assignments. Create test data for labs. Online research to help prepare for course preparation and internship opportunities. Help with clerical tasks and labs.
- Computer Science or Software Engineering major in second or later year. Flexible schedule.

Supervisor:

- Patrick Kopp
- 816.501.3791
- Patrick.kopp@avila.edu

CSJ Center for Heritage – Archives Assistant

Description:

- Employee will work with Archivist to assist in the archives. Duties include arranging, describing, filing and inventorying archival materials, digitizing and making archival materials available online and assisting with research questions.
- Candidate should have the following skills: attention to detail, typing, photocopying, scanning, experience using Microsoft Excel, Microsoft Word and an interest in history or archives. Students will need to be able to navigate in close quarters and file on both high and low shelving. Blocks of time will be scheduled in 2-4 hours a day with a work schedule between 9am and 4pm M-F. 8-10 hours per week.

Supervisor:

- Adonna Thompson
- 816.501.3620
- Adonna.thompson@avila.edu

International Student Services – Assistant

Description:

- International Student Services needs a student who can help with the following duties:
Put up announcements on ILCP board, Make signs and advertisements, Research on activities for ILCP students to do, Help drive students to Wal-Mart/Bank and help them while they are shopping/opening up account, Be able to learn Jenzabar system to process International applications, Create files consistent with ISS filing system, Maintain filing cabinet Re-code students in Jenzabar system as they are accepted, enrolled, Organize/maintain storage room, Assist students as they come into Hodes and figure out what their needs are, Confidential documents may be handled, so the student will need to be discreet when handling this information, Answer the telephone when Office Manager is away from desk, take messages, Show new students where buildings, classrooms, etc. are located on campus, Locate files in storage room/filing cabinet for other departments
Student must be free Friday afternoons to go with students to Avila Events
- Our office needs the most help with activities that are after hours, so some hours may be later in the day, or after 5:00 pm

Supervisor:

- Bruce Inwards
- 816.501.3772
- Bruce.inwards@avila.edu

IT – Student Assistant

Description:

- Provide first level of customer assistance and support related to computer issues. Answer helpdesk phone calls and assign tickets to IT personnel. Run diagnostic programs to resolve problems. Assist in resolving WiFi issues. Provide evening support for all student and faculty.
- Computer skills, English speaking, WiFi set-up, quick learner, Windows 7 & 8 knowledge.
- Approx. 8 hours/week

Supervisor:

- Jon Gambill
- 816.501.2436
- jon.gambill@avila.edu

Learning Commons – Library Assistant

Description:

- Responsibilities include assisting patrons at the circulation desk, assisting fellow students to use databases, requesting books through the Kansas City and Mobius consortium libraries, helping patrons to find books, and other basic library skills.
- 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, and handle other tasks as assigned.

Qualifications:

- Good communication skills. Customer service 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 library's 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 can work between 7:30 AM and 11:00 PM on weekdays, between 10:00 AM and 5:00 PM on Saturdays, and between noon and 11:00 PM on Sundays.

Supervisor:

- Nancy Bond
- 816.501.2912
- Nancy.bond@avila.edu

Mathematics – Assistant Data Analyst

Description:

- The assistant will help in the processing of students' course histories, specifically in identifying trends in students' success rates in Avila mathematics courses. The individual will need to be comfortable with raw data in both paper and electronic form and be able to interpret that data in a meaningful way.
- Qualifications/Skills Needed: The applicant should be meticulous, reliable and have experience working with different types of software. The applicant must also be able to maintain the confidentiality of the data he or she encounters while performing the tasks involved.
- Desired Schedule/Approximate Hours per Week: I would like to begin as soon as possible. I would be very flexible with the assistant's schedule and could alter it on a week-by-week basis. I would expect the assistant would work 3 – 5 hours per week until the task is complete. As of now, I don't know how long it will take to finish the project.

Supervisor:

- Nick Haverhals
- 816.501.3786
- Nick.haverhals@avila.edu

Music – Accompanist

Supervisor:

- Amity Bryson
- 816.501.3651
- Amity.Bryson@avila.edu

Music – Choral Librarian

Supervisor:

- Amity Bryson
- 816.501.3651
- Amity.Bryson@avila.edu

Office of Marketing & Communication – Graphic Designer

Description:

- Build your portfolio. Real work. Real clients. Real deadlines. Work alongside Avila's creative professionals crafting the university's various marketing and promotional materials. Posters. Print. Digital. Video. Must play well with others. Must be comfortable working with Adobe's Creative Suite. Set schedule, up to 8hrs a week.

Supervisor:

- Darren Roubinek
- 816.501.2422
- Darren.roubinek@avila.edu

Office of Marketing & Communication – Web Content Coordinator

Description:

- You'll be part of Avila's communication team — creating, updating and monitoring content for the university's website. No programming experience required, we'll train you on our content management system. Must have strong grammar skills. Must play well with others. Photoshop knowledge a plus. Flexible schedule, up to 8hrs a week.

Supervisor:

- Darren Roubinek
- 816.501.2422
- Darren.roubinek@avila.edu

Office of Marketing & Communications – Social Media Content Developer

Description:

- Be a part of Avila's communication team and get paid for creating social media content for Instagram, Twitter, and Facebook.
- We're looking for two strong, creative and vivid writers.
- Selfies are a good start, but we want to see how you tell the stories of others in photos, video, and animations.
- Must be actively involved on campus and in Avila organizations.
- Must play well with others.
- Flexible schedule, up to 8 hrs. per week.

Supervisor:

- Darren Roubinek
- 816.501.2422
- Darren.roubinek@avila.edu

Psychology – Psychology Department Assistant

Description:

- The Department of Psychology is looking for two individuals to assist faculty and staff with a variety of tasks, which may include helping with: faculty research and teaching, the department's website and social media, psychology laboratory, departmental events, departmental databases using Excel and/or Access, and clerical and other duties as needed. Experience with MS Word, Excel and/or Access preferred. Up to 8 hours per week for each position.

Supervisor:

- Robin Lehman
- 816.501.3661
- Robin.lehman@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 & posters in designated areas around campus. Other duties as designed 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.

Supervisor:

- Steven Sweat
- 816.501.2485
- Steven.sweat@avila.edu

Theatre – Scene/Costume Shop Assistants

Description:

- 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 workspaces and/or many other duties around the theatre.
- Good communication skills, willing to learn, punctuality, and familiarity with office work, carpentry, painting, sewing, and/or theatre arts a plus, but not requirement.

Supervisor:

- Matt Schwader Harbor
- 816.501.2405
- Matt.schwader@avila.edu

Vis/Comm – Talon Assistant

Description:

- Writing, distribution, or advertising for the Talon News Magazine.
- Customer service, ability to write stories and distribute both on- and off-campus. Varies on time and need.

Supervisor:

- Janine Urness
- 816.501.3653
- janine.urness@avila.edu

Vis/Comm – Vis/Comm Assistant

Description:

- Various office duties for visual communication department, maintenance of spreadsheets.
- Microsoft Office skills and a good attitude. Hours are arranged at the beginning of each semester.

Supervisor:

- Janine Urness
- 816.501.3653
- janine.urness@avila.edu

Vis/Comm – Gallery Assistant

Description:

- Duties include hanging shows, assisting at gallery openings, taking down and maintaining exhibits, and assisting in the gallery office.

Supervisor:

- Janine Urness
- 816.501.3653
- Janine.urness@avila.edu

YMCA – Healthy Living Coach

Description:

- The Healthy Living Coach is responsible for conducting coaching sessions and setting goals with members seeking a healthy lifestyle. Through individual empathetic listening, on-going communication and support and person-centered guidance and accountability, the Healthy Living Coach will help lead members toward a sustainable healthy lifestyle.

Supervisor:

- Tanesha Goshon
- 816-360-3392
- taneshagoshon@kansascityymca.org

YMCA – Youth Development Assistant

Description:

- Under the supervision of the Site Supervisor, the Youth Development Assistant shall assist in providing an appropriately safe, caring and enriching environment for the children enrolled in the YMCA before and after school programs. This position will assist in the coordination, planning, supervision and implementation of all activities. All services shall be provided in accordance with the standards established by the YMCA and state licensing regulations.

Supervisor:

- Tanesha Goshon
- 816-360-3392
- taneshagoshon@kansascityymca.org

YMCA – Youth Development Leader

Description:

- Under the supervision of the Site Supervisor, the Youth Development Leader will take on a leading role in providing an appropriately safe, caring and enriching environment for the children enrolled in the YMCA before and after school programs. This position will lead the coordination, planning, supervision and implementation of all activities. All services shall be provided in accordance with the standards established by the YMCA and state licensing regulations.

Supervisor:

- Tanesha Goshon
- 816-360-3392
- taneshagoshon@kansascityymca.org