

**Bellarmino University Federal Work-Study
Position Openings 2018-2019**

Undergraduate Office of Admission

Admission Associate

The undergraduate office of admission is responsible for recruiting qualified applicants to the university. Opportunities include: accurate data entry, mailings, answering phones, light office work such as copying, scanning, filing, event preparation and greeting visitors. You may be asked throughout the year to walk families to faculty appointments around campus. Ideal candidates should be comfortable having a conversation about Bellarmine when interacting with prospective students and families. Opportunities will exist for student workers to be on student panels at admission events or other campus wide initiatives.

Qualifications: Must be able to work during our normal hours of operation Monday-Friday 8:00-5:00. Dependability, accuracy, attention to detail, respect for confidentiality are all essential aspects of working in the undergraduate admission office. Our office uses technology such as document scanners, student database (Recruiter), Microsoft Word and Excel. Our work environment is an open concept, collaborate workspace. Students will work in a close proximity to other staff members and student workers. Because of this, we require you to be professional and respectful at all times.

****Contact: Claudette Berry at 502-272-8181, or cberry@bellarmine.edu**

Student Success Center

Job Title: Student Success Assistants

Job Description:

Student Success Assistants are expected to provide exceptional customer service to all students, staff, parents, or other visitors to the Student Success Center. You will be responsible for answering phones and visitor questions, directing students to appropriate areas or offices, assisting students in signing in for the Writing Center or Tutoring Center, assisting in test pick-up by professors, assisting with data entry or managing Excel files, and other duties as assigned to them by Student Success staff.

Qualifications:

Must maintain a high level of confidentiality, maintain a positive and professional demeanor, be detail-oriented, possess a strong ability to complete tasks in a timely manner, and have experience in Microsoft Office suite. Must be able to work autonomously and with minimal supervision, and should be proactive about receiving instructions or new assignments from supervisor and other SSC staff members.

Please email a resume and letter of interest to Shelby Bosi, Project and Operations Manager, at sbosi@bellarmine.edu.

Art

Office Assistant - General office work including light typing, copying, scanning, mail pickup and delivery. Assist art faculty in maintaining department facilities and equipment. Run errands on campus as needed. Assist in the McGrath Art Gallery, including attendance at some evening events. Photo darkroom maintenance, including checking inventory and mixing chemicals. Photographing department activities and events and posting to social media. Work on miscellaneous projects for the department, the art club and the university as needed. Basic computer design skills a plus. We encourage students with a positive and helpful attitude to apply.

****Contact: Caren Cunningham (502) 272-8222, or ccunningham@bellarmine.edu.**

Arts & Sciences Dean's Office

Job Title: Dean's Office Student Assistant

Job Description: Assist the Administrative Assistant to the Dean of Arts & Sciences. Responsibilities will include, but are not limited to, copying, scanning, mailing, filing, running errands, handling phone calls, and assisting faculty and students.

Qualifications: Must be service and detail oriented, respectful and friendly, able to work well independently or with others, able to maintain and respect confidentiality, able to take initiative and to complete tasks in a timely manner.

****Contact: Allison Becker at 502-272-8359, or abecker@bellarmine.edu**

Athletics

File Clerk – Duties: computer work, filing, answering phones, mailings, copying, collating, greeting visitors, assisting with athletic and special events. Qualifications: dependable, good phone etiquette, accuracy, attention to detail.

Special Events Support Staff

Athletic Contests & Special Events Duties: The majority of our work study students will be working at athletic events and special events. Students will work in concessions stands at Knights Hall and Frazier Stadium. Students will also be assigned as ball runners for men's and women's home soccer games and as linesmen for volleyball. When there are few events, students will help with mailings, event set-ups and clean-ups and game preparation.

Sports Information Support Staff

Sports Information: Providing clerical support for all facets of the sports information office. Duties include maintaining computer sports statistics, roster information, and sports schedules. Knowledge of sports is useful, but not required.

Qualifications: Must have flexible schedule and be able to work afternoons, evenings, weekends, and an occasional holiday period.

****Contact: Sports Information: John Spugnardi at 502-272-8078, or jspugnardi@bellarmine.edu,**

Clerical: Shannon Meiman at 502-272-8381 or smeiman@bellarmine.edu

Athletic Contests and Special Events: Chris Cooper at 502-272-8036 or cocooper2@bellarmine.edu.

Business Office

Business Office Assistant

If you like working with computers, using math skills, and communicating with others, the Business Office wants you! Our office consists of three major areas: Accounts Payable, Accounts Receivable, and Student Accounts. Responsibilities may include: answering phones, filing, data entry, mail assembly, billing, research, and typing. These responsibilities may vary based on which area of the business office you are placed. Providing courteous customer service and maintaining a high level of confidentiality is a must, therefore student workers must possess a positive and professional attitude and be responsible and trustworthy. Workers should be able to answer questions and direct others after two months with minimum supervision. The Business Office is always a fun place to work and learn!

Qualifications: Must be able to work during our normal hours of operation (Monday-Friday 8:00AM-5:00PM), typing, math skills, attention to detail, and strong verbal communication.

Please provide a resume and possible availability when contacting our office.

****Contact: Kathleen Burns at 502-272-8262, or mburns03@bellarmine.edu**

Office Peer Minister for Interfaith Programming

The Office Peer Ministers for Interfaith Programming positions in the Office of Campus Ministry are essential members of the larger Campus Ministry staff, supporting the Director, Assistant Director, Franciscan Campus Ministers, and seminarians to minister to others through hospitality and presence each day.

Responsibilities include, but are not limited to:

- Create and foster a welcoming, hospitable, and inclusive environment on campus where faith and life issues can be explored, discussed, and nurtured.

- Engage with and attend faith, spiritual, social justice, and community engagement groups/events sponsored by the university and be aware of ongoing or episodic events coming out of the Office of Campus Ministry.
- Plan and execute at least 1 activity each month that promotes spiritual development, religious awareness, social justice, and/or interfaith dialogue with an emphasis on community building and social fellowship. Provide post-assessment for each event.
- Work collaboratively with fellow Peer Ministers (office and residential) to plan at least 1 large-scale program per semester that promotes spiritual development, religious awareness, and/or interfaith dialogue.
- Actively promote engagement with the Office of Campus Ministry to the entire student body, utilizing social media, university-sponsored communications, and physical promotions on campus (flyers, posters, tabling).
- Keep the Campus Ministry Engage page up-to-date with event registrations, daily office use swipes, and member approvals.
- Meet with the Assistant Director of Campus Ministry for weekly one-on-ones to discuss job progress, questions, and needs.
- Attend professional development sessions, as assigned.
- Attend monthly Interfaith Coalition meetings. Take and distribute meeting minutes.
- Provide general reception: Answer the phone, schedule appointments, screen questions, provide hospitality to visitors during regular business hours (8-5:00)
- Type, file, and perform mail-room assignments (stuffing envelopes, retrieving mail each day), make copies, attend to upkeep of CMO storage closet organization and general office cleanliness.

Qualifications: Friendly and inclusive personality is a must, committed to open dialogue and support to people of many or no faith backgrounds. Students must be courteous, punctual, tactful, and detail-oriented, displaying strong communications skills and teamwork. Initiative, time management, problem solving, dependability, and the willingness to learn new tasks and skillsets are also necessary.

****Contact Laura Kline at lkline@bellarmine.edu.**

Office Peer Minister for Catholic Programming

The Office Peer Minister for Catholic Programming position in the Office of Campus Ministry is an essential member of the larger Campus Ministry staff, supporting the Director, Assistant Director, Franciscan Campus Ministers, and seminarians to minister to others through hospitality and presence each day.

Responsibilities include, but are not limited to:

- Create and foster a welcoming, hospitable, and inclusive environment on campus where faith and life issues can be explored, discussed, and nurtured.
- Engage with and attend faith, spiritual, social justice, and community engagement groups/events sponsored by the university and be aware of ongoing or episodic

- events coming out of the Office of Campus Ministry, particularly as they relate to the spiritual needs of Catholic student population.
- Plan and execute at least 1 activity each month with a liturgical calendar tie-in, or that promotes spiritual development, Catholic Social Teaching, and/or interfaith dialogue with an emphasis on community building and social fellowship for Catholic or other interested students. Provide post-assessment for each event.
 - Work collaboratively with Director, Assistant Director, and/or Fr. John to plan at least 1 large-scale program per semester that promotes Catholic prayer/worship, special liturgical/seasonal celebrations, or other Catholic initiative.
 - Actively promote engagement with the Office of Campus Ministry to all Catholic or interested students, utilizing social media, university-sponsored communications, and physical promotions on campus (flyers, posters, tabling).
 - Keep the Campus Ministry Engage page up-to-date with event registrations, daily office use swipes, and member approvals.
 - Meet with the Assistant Director of Campus Ministry for weekly one-on-ones to discuss job progress, questions, and needs.
 - Attend professional development sessions, as assigned.
 - Attend monthly Interfaith Coalition meetings.
 - Provide general reception: Answer the phone, schedule appointments, screen questions, provide hospitality to visitors during regular business hours (8-5:00)
 - Type, file, and perform mail-room assignments (stuffing envelopes, retrieving mail each day), make copies, attend to upkeep of CMO storage closet organization and general office cleanliness.

Qualifications: Friendly and inclusive personality is a must, committed to open dialogue and support to people of many or no faith backgrounds. Students must be courteous, punctual, tactful, and detail-oriented, displaying strong communications skills and teamwork. Initiative, time management, problem solving, dependability, and the willingness to learn new tasks and skillsets are also necessary.

****Contact Laura Kline at lkline@bellarmine.edu.**

Campus Ministry Retreat Coordinator

The Retreat Coordinator position in the Office of Campus Ministry is an essential member of the Campus Ministry staff, supporting the Director, Assistant Director, Franciscan Campus Ministers, and seminarians to minister to others through leadership in retreat program development.

Responsibilities include, but are not limited to:

- Coordinate all retreat details, including retreat space rentals, recruiting student retreat leaders, planning and facilitating team meetings, corresponding with retreatants and presenters in coordination with Director, Assistant Director, and Fr. John.
- Create retreat promotion and communication plan for the year. Manage Engage registrations, with the goal of achieving maximum capacity at each retreat opportunity.
- Facilitate retreats.
- Coordinate the completion and collation of retreat evaluations.

- Organize and implement retreat follow-up activities such as participant dinners/reunions.
- Meet with the Assistant Director of Campus Ministry for weekly one-on-ones to discuss job progress, questions, and needs.
- Attend professional development sessions, as assigned.
- Attend monthly Interfaith Coalition meetings.
- General Reception: Answer the phone, schedule appointments, screen questions, provide hospitality to visitors during regular business hours (8-5:00).
- Type, file, and perform mail-room assignments (stuffing envelopes, retrieving mail each day), make copies, attend to upkeep of CMO storage closet organization and general office cleanliness.

Qualifications: Friendly and inclusive personality is a must, committed to open dialogue and support to people of many or no faith backgrounds. Students must be courteous, punctual, tactful, and detail-oriented, displaying strong communications skills and teamwork. Initiative, time management, problem solving, dependability, and the willingness to learn new tasks and skillsets are also necessary.

****Contact Laura Kline at lkline@bellarmine.edu.**

Department: Career Development Center

Student Office Assistant Job Description

Join our team as a Student Office Assistant! You will develop a comprehensive understanding of the career development process and services by receiving training in the NACE Career Readiness Competencies. You will work in Centro, a highly visible area where you will interact with students, employers, faculty, staff, and others. This opportunity will provide professional development and career preparation, along with other valuable skillsets that will enhance your marketability for future opportunities.

Student Office Assistants play an essential role in the mission of the Career Development Center to empower career-ready students and alumni to successfully live, work, lead, and serve in the global community. Student Office Assistants are expected to maintain a professional, courteous, and confidential manner at all times.

Primary Responsibilities:

Administrative Duties:

- Provide coverage for the reception desk in the Career Development Center and fulfill other administrative duties:
 - Greet and interact with all Career Center guests to address needs and inquiries
 - Direct visitors to the various offices located in Centro
 - Answer telephone, direct calls, take messages, and field career center questions
 - Schedule appointments for students with Career Advisors

- Utilize Microsoft office (Word, Excel, Outlook, etc.) along with completing other computer-related tasks and projects
- Check the Career Development email account and respond to field career center questions and reserve the Career Development Center conference room
- Pick-up and distribute mail, copying, filing, and other administrative tasks as needed

Career Development Duties:

- Maintain confidentiality in all work-related matters while serving the Bellarmine community, assisting with career development programs:
 - Increase awareness of Career Center by connecting and promoting resources and events
 - Discover job/internship opportunities and post to Handshake, Bellarmine's Career Management Platform
 - Assist students with basic questions around career resources, tools, and programs available
 - Assist with event planning, promotion, execution, and evaluation (i.e. Career Fairs, Etiquette Dinner, etc.)
 - Provide support to other Student Affairs departments during programs and events
 - Other duties as assigned

Other Related Skills:

Students must be friendly, courteous, punctual, tactful, detail-oriented, and able to work well in a fast-paced environment, displaying strong communication skills and teamwork. Initiative, time management, problem-solving, dependability, and the willingness to learn new tasks and skillsets are also necessary. Dress is business casual.

Application Instructions:

Submit Resume and Cover Letter to Ashleigh Hazley at ahazley@bellarmine.edu. Applicants will be considered on a rolling basis.

Peer Career Navigator Job Description

Join our team for the exciting opportunity to become a Peer Career Navigator! Peer Career Navigators will work directly with peers, faculty, staff, and alumni to promote and further the mission of the Career Development Center and Bellarmine University.

You will develop a comprehensive understanding of the career development process and services by receiving training in the NACE Career Readiness Competencies, as well as peer advising, and in depth knowledge of the programs and services offered in the Career Development Center. You will also gain an overall awareness of campus programs and initiatives. This opportunity will provide professional development and career preparation along with other valuable skillsets that will enhance your marketability for future opportunities.

As paraprofessional staff, Peer Career Navigators are an essential role in the mission of the Career Development Center to empower career-ready students and alumni to successfully live, work, lead, and serve in the global community. Peer Career Navigators are expected to maintain a professional, courteous, and confidential manner at all times.

Primary Responsibilities:

- Connect students to career resources, programs, events, and services
- Advise students on job/internship search strategies, resume and cover letter writing, and networking
- Create and conduct career-related programs for student groups and classes
- Assist in planning career fairs and other career events (tabling, events, workshops, etc.)
- Develop marketing materials as needed
- Contribute content to social media platforms to promote the Career Center as needed
- Review programs and services and propose ideas from a student perspective to team
- Complete independent projects to advance the career development of students
- Help recruit future Peer Career Navigators

Conditions of Employment:

- Must be available for entire academic year; Fall and Spring semesters
- Must have completed at least 30 credits prior to becoming a Peer Career Navigator
- Be able to work 5-15 hours per week; some evening hours will be required
- Must attend orientation training (NASPA Certified Peer Educator), including taking BU299 (previously or in the current fall semester), and any other required meetings or trainings
- Must possess and maintain a semester and cumulative GPA of a 2.5
- Must be in good academic and judicial standing with the university
- Must sign and uphold a confidentiality agreement to keep clients' information private
- Must possess a positive attitude and an ability to work well with people from all backgrounds

Other Related Skills:

Students must be friendly, courteous, punctual, tactful, detail-oriented, and able to work well in a fast-paced environment, displaying strong communications skills and teamwork. Initiative, time management, problem solving, dependability, and the willingness to learn new tasks and skillsets are also necessary. Dress is business casual.

Application Instructions:

Submit Resume and Cover Letter to Jackie McNatt at jmcnatt@bellarmine.edu. Applicants will be considered on a rolling basis.

Chemistry

Laboratory and Stockroom Assistant

Assist in the preparation of the chemistry experiments run in all of the chemistry labs. This includes making solutions, checking solutions, setting up glassware and equipment, and maintaining the smooth operation of the lab and stockroom. Workers will be instructed in the proper ways to do all of the above. No previous experience necessary.

Qualifications: dependability, accuracy, attention to detail, and willingness to learn. Science majors preferred, chemistry and biology majors encouraged.

****Contact: Dr. Pat Holt at 502-272-8220, or pholt@bellarmine.edu**

Communication and Public Affairs

Podcast Assistant

The office of Communication and Public Affairs seeks a work-study student to support the department's podcast production efforts. Podcast Work Study Student responsible for:

- Establishing and maintaining a record of all podcasts and writing a brief synopsis about each episode
- Learning how to edit audio through software application
- Writing pitch letters to prospective guests for the program/Scheduling interview dates
- Keeping media release forms on file from Bellarmine University music graduates and current music students who contribute to the podcast

****Contact: Rondah Kinchlow at 502-272-8023 or rkinchlow@bellarmine.edu**

Video Production Assistant

The Office of Communications and Public Affairs seeks an intern or a work-study student to support the department's video production efforts. The candidate would plan, shoot and edit video for use on the university's website and social media platforms. This work includes scheduling video shoots and preparing reports about video views and engagement. The ideal candidate will be organized and capable of self-directed work. Accepting applications for Fall 2018.

Qualifications: Present a résumé, cover letter and familiarity with video editing software and video recording devices.

****Contact Jason Cissell at 502-272-8329, or jcissell@bellarmine.edu**

Community Service

Federal Work-Study jobs may also be off campus. Service opportunities in a charitable organization will help in the effort to improve the quality of life of many community

residents. Also, through the America Reads Challenge initiative, children may benefit from the effort put forth on helping them read well and independently by the end of the third grade. Please contact Alie Willer for a list of job sites. Jobs pay \$9.00 per hour.

****Contact: Alie Willer at 502-272-7923, or awiller@bellarmine.edu**

Continuing Education

Continuing Education Assistant

If you like VARIETY and are tech savvy, this is the job for you! The Continuing Education (CE) department runs non-credit professional development and enrichment courses for adults and a CE program for seniors. In this busy office you would assist us with: phone registrations; preparation of class packets, evaluations, signs, mailings, and certificates; clerical work; and planning events. It is essential that you be knowledgeable about Excel (we utilize multiple Excel files) and that you enjoy problem solving. Additional qualifications: attention to detail, excellent customer service skills and dependability.

**** Contact Linda Bailey at 502.272.8161 or lbailey@bellarmine.edu**

Environmental Studies

Project Staff

Duties: Project staff will work with the Director in the gardens on the Bellarmine Farm and assist with educational outreach, laboratory assistance, and campus sustainability initiatives.

Qualifications: A farm background, horticultural work history, or experience with a family garden is desirable for this position. The essential requirements are a willingness to work outdoors and a strong interest in developing gardens on the Bellarmine campus.

****Contact: Dr. Robert Kingsolver at 502-272-7628, or Kingsolver@bellarmine.edu**

Graduate Admission

Office of Graduate Admission – Student Assistant

If you enjoy working in an energetic atmosphere that is both fun and challenging, try the Office of Graduate Admission! Our office is the hub for all things related to graduate and second-degree programs here at Bellarmine. Opportunities within the office include a broad range of work experience, such as event preparation, organizing applications, detailed projects, greeting visitors, and optional night/weekend events. Some light office work is also required, including data entry, answering phones, arranging mailings, and copying/filing. Our office is fast-paced and dynamic, so no two days are ever the same!

Qualifications: Dependability, accuracy, maturity, attention to detail, respect for confidentiality, and most importantly positivity.

****Contact: Jordan Wiehebrink at 502-272-8245, or jwiehebrink@bellarmine.edu**

Health Services

Student Assistant

Bellarmino University Health Services seeks student workers interested in gaining professional skills for a successful future in health care, preferring nursing or allied health majors. Requirements include maintaining a professional appearance and atmosphere, helping with general office duties such as: copying, computer entry, answering calls, processing credit card sales, errands, and e-filing. Non-nursing students are welcome as well, as long as they are comfortable in the health care environment and like to work with people and help others. Student workers will be trained to use our Electronic Medical Records and to triage patients; taking temperature, BP, and other vitals before turning them over to the Nurse Practitioner or Nurse Alice. You will assist the Nurse Practitioners and Nurse Alice as needed to help the patients smoothly process in and out.

****Contact Alice Kimble at 502-272-8493, or mkimble@bellarmine.edu or Ron Love at 502-272-7314, or rlove@bellarmine.edu**

Humanities

Humanities Student Office Assistant

A student is needed who is *dependable* and will work well with faculty and students. This position requires a variety of jobs such as, copying, some phone coverage, campus and mail runs, mail distribution, faxing, scanning, event preparation and on-going projects as assigned. Computer knowledge and attention to detail will also be required.

Confidentiality is a must. Hours of work would be between 8:00-5:00pm.

****Contact: Pat Allen x8188, or pallen@bellarmine.edu or Allison Becker x 8359 or abecker@bellarmine.edu**

Information Technology

Assistant Technology Specialist

The Technology Support Center (TSC) provides computer and technology support for the students, faculty and staff at Bellarmine University. Located in the W. L. Lyons Brown Library, the Assistant Technology Specialist position offers students numerous opportunities to interact with various members of the Bellarmine community.

Duties and Responsibilities:

- Providing coverage at the TSC front desk
- Greeting and interacting with visitors to the TSC
- Directing visitors to other areas of IT or Campus as needed
- Receiving walk-in, telephone and email requests for technical assistance
- Creating and updating tickets for reported issues

- Utilizing various software applications and systems to complete tasks
- Collecting and distributing mail in the IT Department
- Delivering and picking up technology across campus and
- Answering basic technology questions
- Analyzing and troubleshooting reported problems
- Deploying or installing Bellarmine hardware/software throughout Campus
- Maintaining confidentiality in all work-related academic or technical matters
- Other administrative tasks as needed

Qualifications:

Dependability, accuracy, attention to detail, punctuality and adherence to confidentiality are all required aspects of working in the Technology Support Center. Student-workers will work collaboratively with other IT staff-members and must be professional as well as respectful to others at all times. While students with excellent communication skills and previous computer knowledge are a plus, we are seeking students willing to improve their skills by learning the functions of the TSC. Training will be provided and ongoing throughout your employment.

Morning, evening, and weekend availability is required, as the TSC is open from 7:30 AM to 7:00 PM Monday through Friday and 8:00 AM to 5:00 PM on Saturday. Students who perform well in their responsibilities may have an option to work during the summer at the TSC.

****Contact: Lee Willingham at 502-272-8142, or lwillingham@bellarmine.edu**

Intramural Sports

Intramural Official:

The Intramural Sports Game Official supervises intramural sports activities for students, faculty and staff. Competition occurs in men's, women's and co-recreation leagues. Responsibilities: Supervise nightly Intramural Sports Program activities, knowledge of activities by Intramural Sports Program, conduct themselves in a professional manner at all times, knowledge of the rules of supervised activities, arrive at scheduled shift on time and dressed in appropriate Sports, Recreation and Fitness uniform, attend scheduled official's meetings and trainings, officiate intramural contests, write up daily supervisors activity reports, perform other duties as assigned by the Assistant Director of Campus Recreation.

Qualifications: No experience necessary, we provide all training for all sports. General passion or interest in sports is strongly recommended. A minimum level of physical fitness is required. Availability for nights and weekends required.

Club Sport Student Worker:

The Club Sport Student Worker assists the Assistant Director of Campus Recreation with all duties involved in operating the Club Sports Program.

Responsibilities: Facilitate communication between clubs and staff; some clerical work involving record keeping and communication; attend club sport events and help

operations with check in, facility preparation, photographing, and more; help promote program and teams through marketing and social media.

Qualifications: Applicants must be dependable, responsible, and confidential. Ability to work some nights and weekends is required (Most hours are filled during normal working hours, but games take place on nights and weekends). Interest or ability in promotion or marketing is recommended.

**** Contact: Cody Jennings at 502-272-8343, or cjennings@bellarmine.edu and/or apply online <https://orgsync.com/72286/forms/93246>**

Library – Circulation Desk

Library Student Assistants have strong customer service skills, a ready-to-learn attitude, and are dependable and accurate. The primary function of Student Assistants is to provide courteous and unbiased assistance to all Patrons and Visitors of the Library, in both face-to-face interactions and over the telephone. Duties include the circulation of Library materials, processing the Library's mail, and maintaining the Library's collections. WEEKEND AND EVENING WORK MAY BE REQUIRED.

While the Library is open 24/5 during the Fall and Spring semesters, there are late night and early morning shifts available, preferably midnight to 4am or 4am to 8am. If you are interested in working these shifts, please let me know when contacting for an interview.

Contact: Tammy Uchida x8308, or tuchida@bellarmine.edu

Mail Services/Copy Center

Mail Service Assistant

Copy Service Assistant

Prepare all incoming and outgoing mail for the university. Deliver mail and finished copy jobs throughout the university. Must be dependable and able to lift 50 pounds on occasion. Will learn all aspects of the mail and copy center operations. Hours of operation M-F 8:00a.m- 5:00p.m.

****Contact: John Kissel at 502-272-8126, jkissel@bellarmine.edu or Billy West at 502-272-8121 bwest@bellarmine.edu**

Medical Lab Science

Medical Lab Science Departmental Assistant

Clerical- Duties: Computer work, typing, filing, mailings, copying, collating, and miscellaneous duties as needed.

Laboratory- general lab duties, including equipment preparation and maintenance of bacterial cultures. No experience necessary- training provided.

Qualifications: dependable, accuracy, attention to detail.

Contact: Dr. Karen Golemboski 502-272-8387, or kgolemboski@bellarmine.edu

Music

Music Assistant

Supports various music-related initiatives such as performances, recital hall and classroom activities. Duties are diverse including moving equipment, setting up and striking Amy Cralle Theater, light housekeeping, secretarial and administrative assistance.

****Contact:** Benjamin Aguilar at raguilar@bellarmine.edu

Nursing

Lab Assistant - If you enjoy interacting with faculty, staff, and students while maintaining a flexible work schedule to assist with a variety of responsibilities, the Nursing Skills and Simulation lab has an opportunity for you!

The nursing skills and simulation lab has a work study position for a student who meets these qualifications: dependability and punctuality, accuracy, maturity, attention to detail, respect of confidentiality, and a positive attitude.

This work study position will provide support to the nursing skills and simulation lab. Nursing skills and simulation lab assignment responsibilities will include assisting lab staff to set-up or remove and store nursing supplies and equipment for skills and simulation lab. The work study student will assist in management of simulated patient information, labeling of supplies, stocking of supplies, and executing campus errands.

Candidates for this position should possess skills to sort and organize data into an Excel spreadsheet, be able to manage time well, and accomplish assignments with minimal supervision. As a result of efforts (Monday through Friday) to maintain confidentiality within the nursing lab, students with majors other than nursing are encouraged to apply. The hours of work will not exceed 20 hours per week. The days (Monday through Friday) and hours (2-4 hours per day) of work are flexible to accommodate the demands of the skills and simulation lab.

****Contact:** Gayle Ramirez at 502-272-8247 or gramirez@bellarmine.edu

Physical Plant

Physical Plant Assistant

General grounds work including trash pick-up, mowing, trimming, landscaping, leaf removal, snow removal, etc. Students must be willing to work outdoors. Being mechanically inclined or familiar with lawn and garden equipment is a big help!

****Contact: Robert Zurkuhlen at 502-272-8311, or rzurkuhlen@bellarmine.edu**

Physics

Physics Lab Assistant needed to carry out the following tasks-

- Assist in general maintenance of the physics lab
- Keep an up-to-date list of all lab equipment
- Assist physics faculty with putting lab set ups in shelves after the weekly labs.

Workers will be instructed in the proper ways to do all of the above. No previous experience necessary.

Qualifications: Dependability, accuracy, attention to detail, and willingness to learn. Science majors preferred, all majors encouraged to apply.

****Contact: Dr. Pat Holt at 502-272-8220, or pholt@bellarmine.edu**

Residence Life Office

Student Office Assistant

General office work including light typing, copying, scanning, mail pickup and delivery. Must be able to communicate well and interact in person and on the phone with diverse populations. Students are required to assist with the planning and implementation of programs and events as needed. These activities may take place on nights or weekends, but these are limited occurrences. Please submit your inquiries to ResLife@bellarmine.edu.

****Contact: Colleen Arnett at 502-272-7272, or carnett@bellarmine.edu**

School of Education

Student Assistant

Student will work closely with Administrative Assistants to complete daily office tasks, including typing and data entry, filing, distributing mail, and special projects. He or she will also be available to assist Faculty with clerical tasks and class preparation needs. Other tasks include reception desk coverage, greeting visitors, answering a multi-line phone, scanning and copying documents, running campus errands, supply inventory, and other duties as assigned. Multiple positions are available.

Qualifications: Professionalism, dependability, and a willingness to take on any task. Must maintain strict confidentiality. Students should also be proficient in basic Microsoft Word and Excel functions. Other office skills are a plus.

****Contact: Lauren Niederstadt at 502-272-8191, or lniederstadt@bellarmine.edu**

Science and Math Office

Student Office Assistant

Assist the Administrative Assistant and Faculty of the following departments: Biology, Chemistry, Computer Science, Environmental Studies, Mathematics and Physics. Responsibilities will include, but are not limited to, copying, mailing, data entry, internet research, running errands (includes trips to and from Pasteur Hall and The School of Environmental Studies), handling phone calls, and assisting the faculty with projects. Qualifications: Must be dependable, respectful and friendly, able to work in a team or independently, able to take initiative and to follow through on projects, able to maintain and respect confidentiality.

****Contact: Dawn Jewell at 502-272-8196, or djewell@bellarmine.edu**

Department of Public Safety

Public Safety Communications Specialist

I. Position Status

This is a regular part-time position with variable shift hours. May on occasion be asked to work overtime hours, and will receive compensatory time or overtime pay whichever is appropriate. The number of months worked per year is 12. The job location is in the Office of Public Safety.

II. Primary Function

Under the direction of the Director of Public Safety, will receive and record emergency and informational calls. Must operate professionally under stressful conditions.

III. Essential Responsibilities

- A. Receives and processes incoming informational and emergency calls and provides information if applicable.
- B. Operates a multichannel, two-way radio system to receive and dispatch service calls to public safety officers.
- C. Advises responding field units of relevant information regarding public safety and broadcasts all supplemental data necessary to assist field units.
- D. Communicates changes in conditions and situations which impede departmental response calls
- E. Enters data into computer dispatch system.
- F. Evaluates situations and makes decisions as to the assistance the caller needs based on standard operating procedures and guides.

- G. Operates a computer to enter, code, store and edit data and information, and prepares reports as needed.
- H. Performs all other duties as assigned.

VI. Minimum Qualifications for Consideration

A High School diploma or the equivalent is required. Knowledge of CPR and first aid is preferred. Within 6 months will become certified through the Office of Public Safety.

V. Working Conditions

Must have the ability to remain calm under pressure, make quick decisions, balance the demands of many entities simultaneously and work through continual interruptions and distractions; establish and maintain good working relationships with a diverse college community.

****Contact: Qiana Ingram at 502-272-3388, or qingram@bellarmine.edu**

The Office of Identity & Inclusion

Position Title: Student Coordinator

Position Description:

The Federal Work-Study Student Worker position of Student Coordinator exists to support various functions of the Office of Multicultural Affairs.

The Student Coordinator position is to be a liaison between the Bellarmine campus community and the Office of Multicultural affairs. The student coordinator is responsible for maintaining a friendly and supportive environment for all guests that enter the office. They will assist with programming, social media/marketing/communications and scheduling of events as well as any other tasks or projects that need to be completed in the office.

Responsibilities:

- Hours worked both in office and out (programs/events/training)
- Assist/attend OMA special events/projects
- Serve as a resource for under-represented Bellarmine students (including students of color, international students, LGBTQ students, and students from under-represented religious backgrounds) to assist with academics, student life, and general questions/concerns
- Provide coverage for the reception desk in the Office of Multicultural Affairs
 - Answer phone & take messages,
 - Greet visitors and maintain log/tracking of visitors
 - Assist visitors-directing to the various offices located in Centro/Horrigan/Treece.
- General office tasking including:
 - Word processing and other computer related tasks.
 - Pick-up and distribution of mail.
 - Copying, filing
- Manage OMA Social Media accounts

- Provide support to other Student Affairs departments during programs and events (Career Fair, Family Weekend, Blood Drives, etc.) including helping with set-up/take down and staffing of event
- Other duties as assigned

Skills Needed: Basic office skills; excellent communication skills, including writing, proof reading, and speaking; familiarity with Microsoft Word; ability to manage multiple projects and work assignments; ability to follow through and meet deadlines; enjoy working closely with others; ability and willingness to run errands on campus. MUST be approachable, welcoming, pleasant, & friendly.

**** Contact: Linh Nguyen at 502-272-8302 or lnguyen@bellarmine.edu**

Student Affairs Student Assistants

Dean of Students Office
Bellarmine University

The Dean of Students Office supports the academic and co-curricular mission of the University through student advocacy, services, and programs that promote the general welfare of students and fosters a campus climate conducive to learning and responsible citizenship. The primary goals of the Dean of Students Office are to provide opportunities for personal development, encourage wellness among students, protect student rights, and promote ethical behavior. The Dean of Students Office facilitates Campus Recreation and Intramurals; Counseling and Disability Services; Food Services; Graduate Students; Residence Life; and Student Conduct System.

Purpose: The purpose of these work-study positions is to support the Dean of Students Office with operations and special projects/initiatives on a weekly basis.

- This position is eligible for compensation through federal work-study or KREBS on an hourly basis. If a student is not eligible for either, this position is an unpaid volunteer opportunity.
- This position reports directly to the Student Affairs Administrative Assistant

Position Responsibilities:

- Assist in the daily office operations of the office to include answering and routing phone calls, fielding in-person inquiries, and managing incoming and outgoing documents
- Assist in the maintenance of parent & family and commuter social media
- Represent the Dean of Students Office at tabling and special events as needed
- Support commuter and parent & family programming efforts through outreach, services, communication and programs
- Assist in the maintenance and organization of the office space

- Other duties as assigned

Position Requirements:

- Excellent communication skills (both written and oral)
- Able to work productively in a team setting
- Able to maintain the highest level of confidentiality and professionalism
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Be in good academic and conduct standing
- Be able to maintain 5-10 hours of work per week

Contact Theodora Hannan at thannan@bellarmine.edu or (502) 272-8060.

Campus Recreation: SuRF Center student worker

Campus Recreation employees work in a highly visible, high-energy area which deals with many students, administrators, faculty and others. Employees must be friendly, courteous and able to work well in a fast-paced environment. The purpose of this position is to monitor the entrances of patrons into the SURF Center, control access points, act as a customer service liaison, enforce policies, clean equipment, and register patrons for programs/services. Additional tasks include, but are not limited to, greeting participants, assisting with special events maintaining equipment/facility cleanliness, answering questions, enforcing rules, running campus errands and answering the phone. Possible work hours include early mornings, late nights, some holidays and weekends. Qualifications: Good customer service, interpersonal, and communication skills are essential. Must be a self-starter and have the ability to complete job tasks with limited supervision. Adult CPR and AED certifications (we will provide training if needed.) You must complete our online application, <https://engage.bellarmino.edu/submitter/form/start/136047>, to be eligible for an interview.

****Contact: Clare Dever x8326, or cdever@bellarmine.edu**

Peer Wellness Educator

Peer Wellness Educators at Bellarmine University are student leaders dedicated to making a difference on campus related to student wellbeing. Peer Wellness Educators are intensively trained throughout their time with Campus Wellness and receive dedicated oversight by a professional staff member. Peer Wellness Educators are a key component of the comprehensive health promotion strategy of Campus Wellness at Bellarmine University.

Responsibilities: The main responsibilities of Peer Wellness Educators include, but are not limited to, the following: Volunteer at outreach events sponsored by Campus Recreation and Campus Wellness; Present/facilitate small and large group presentations

on a variety of wellness topics; Plan, implement, and evaluate outreach programming for students on campus; Develop educational presentations and resources on wellness topics; Communicate with campus community (students, staff, faculty) on health and wellness topics.

Qualifications: Students that are passionate about health and wellness and wanting to make a difference on campus; must have good interpersonal and communication skills, ability to manage commitments and responsibilities. Applicants must be dependable, responsible, and confidential.

****Contact: Emily Werner at ewerner@bellarmine.edu or 502.272.8340 or apply online – [Peer Educator Application](#)**