

Videography Intern

Marketing

Job Summary

Helps university videographer with pre-production, production, and post production of video content.

Duties and Responsibilities

Set up for video shoots, help with video shoot scheduling and planning, script writing, covering student life and athletic events, editing

Qualifications Needed

Video camera operation experience, Premiere Pro editing experience, Video Production course

Other Details

Dates of Employment:	8/19/2024 to 5/3/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Colin Meadowcroft
Email:	meadowcroftc@trine.edu
Telephone:	(260)665-4632
Department:	Marketing
Office Location:	Best Hall 227

Content Specialist

Marketing

Job Summary

The Content Specialist will contribute to the development and execution of various content initiatives within the Marketing Department.

Duties and Responsibilities

Video Production: Create short videos, capture b-roll content, and complete video interviews and/or scripts for Trine University's TikTok and Instagram channels.

Content Strategy: Brainstorm and develop new content ideas and campaigns for social media

Qualifications Needed

Marketing, English or Communications Majors preferred.

Proficiency in creating short videos.

Experience with Canva design.

Strong public relations and communication skills.

Excellent writing and verbal communication abilities.

Passion for social media.

Other Details

Dates of Employment: 8/19/2024 to 12/13/2024 **Weekly Hours per position:** 2

of Positions: 1 **Pay Rate:** \$8/Hour

If interested, please contact:

Supervisor: Lily Walker
Email: eawalker18@trine.edu
Telephone: (260)665-4327
Department: Marketing
Office Location: Sponsel 111

Student Photographer for University

Marketing

Job Summary

Helping the Marketing / Sports departments with photographing assignments

Duties and Responsibilities

Photographing student / university related events / assignments

Qualifications Needed

Basic photographic knowledge and time / deadline management / turning photo files in for social media / print / digital media in a timely fashion.

Other Details

Dates of Employment: 8/19/2024 to 5/3/2025 **Weekly Hours per position:** 10

of Positions: 4 **Pay Rate:** \$8/Hour

If interested, please contact:

Supervisor: Dean Orewiler

Email: orewilerd@trine.edu

Telephone: (260)665-4595

Department: Marketing

Office Location: Best Hall 227 / Photo Studio

Communications Marketing Assistant

Marketing

Job Summary

Provide writing support to the Office of University Marketing and Communications while allowing students to build writing skills and add to their portfolio of samples for potential employers.

Duties and Responsibilities

Duties include but are not limited to writing and sending press releases, and writing articles for Trine University publications or the trine.edu website. This position may also have data entry responsibilities.

Qualifications Needed

Demonstrated multi-tasking abilities, strong organizational and time management skills, creativity, good computer and Internet skills, strong writing skills, critical thinking skills and the ability to work in a team environment.

Other Details

Dates of Employment:	8/26/2024 to 5/3/2025	Weekly Hours per position:	6
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	James Tew
Email:	tewj@trine.edu
Telephone:	(260)665-4133
Department:	Marketing
Office Location:	Sponsel 110

Business Office Assistant

Business Office

Job Summary

Assist staff accountants and student accounts with duties as assigned.

Duties and Responsibilities

Process pcards, fraternity tracking, enter invoices, assist with FreshService ticketing system, assist with outside scholarships, other duties as assigned.

Qualifications Needed

Basic office and accounting skills.

Other Details

Dates of Employment:	8/19/2024 to 5/3/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Katyann Dick
Email:	dickk@trine.edu
Telephone:	(260)665-4285
Department:	Business Office
Office Location:	Forman Hall - Business Office

Human Resources Assistant

Human Resources

Job Summary

Provide administrative support to the Assistant Vice President for Human Resources and Director of Human Resources on human resource functions as needed.

Duties and Responsibilities

Assist with onboarding and recruitment for student workers; Assist HR Director and HR AVP with various research/special projects; Update job descriptions; Digitize paper files.

Qualifications Needed

High level of professionalism and confidentiality.

Other Details

Dates of Employment:	10/1/2024 to 4/26/2025	Weekly Hours per position:	5
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Stephanie George
Email:	georges@trine.edu
Telephone:	(260)665-4991
Department:	Human Resources
Office Location:	322 Shambaugh Hall

Development Staff Assistant

Alumni and Development

Job Summary

Data entry, special event preparation, and assistance with any other project or task within our office routine. Assist and prep for various events (Gala, SOAR, phonathon, large mailings, stewardship etc.)

Duties and Responsibilities

Data entry, special event preparation, and assistance with any other project or task within our office routine. Assist and prep for various events (Gala, SOAR, phonathon, large mailings, stewardship etc.)

Qualifications Needed

Proficient in Office Suite (Excel, PowerPoint, Access, Word) Confidentiality is very important. Assisting in special events and attending the event in a working capacity, listed above. Mailings and general office duties.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	2	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Denise Geary
Email:	gearyd@trine.edu
Telephone:	(260)665-4114
Department:	Alumni and Development

Office Location:

Sponsel Administration-2nd floor

Fleet Cleaner

Campus Operations - Maintenance

Job Summary

To ensure cleanliness of fleet cars and vans

Duties and Responsibilities

Clean and sanitize cars and vans

Qualifications Needed

No qualifications needed

Other Details

Dates of Employment:	8/12/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	4	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor: Sally Mowery
Email: mowerys@trine.edu
Telephone: (260)665-4160
Department: Campus Operations - Maintenance
Office Location: Campus Operations

Office Assistant

Campus Operations - Maintenance

Job Summary

To assist the office manager with various roles and responsibilities

Duties and Responsibilities

Enter work orders, monitor phone calls, record data on various spreadsheets, monitor email, enter training records, hand out keys to vendors and staff, help manage fleet program

Qualifications Needed

No qualifications needed

Other Details

Dates of Employment:	8/12/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	4	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Sally Mowery
Email:	mowerys@trine.edu
Telephone:	(260)665-4160
Department:	Campus Operations - Maintenance
Office Location:	Campus Operations

Dispatcher

Campus Safety

Job Summary

The student worker will assist campus safety by answering our 24/7 phone, dispatching officers, and keeping the daily log updated. They will also handle walk-ins: Student IDs, lost and found, and parking questions.

Duties and Responsibilities

The student worker will answer the phone, dispatch officers, help with walk-ins. The student worker must be good with communicating with people in a professional manner. Must be familiar with campus. May include ride along with an officer.

Qualifications Needed

Criminal Justice majors preferred, but not mandatory.

Other Details

Dates of Employment:	8/19/2024 to 4/25/2025	Weekly Hours per position:	10
# of Positions:	4	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Stu Hamblen
Email:	hamblens@trine.edu
Telephone:	(260)665-4543
Department:	Campus Safety
Office Location:	UC Room 209

Housekeeper

Campus Operations - Housekeeping

Job Summary

To ensure cleanliness of the campus

Duties and Responsibilities

Gathering trash from indoor receptacles and taking to outside dumpsters

Sweeping and mopping entrances, hallways and stairwells

Cleaning classrooms

Cleaning bleachers after events

Restocking bathroom supplies

Spot clean windows

Qualifications Needed

No qualifications needed

Other Details

Dates of Employment: 8/12/2024 to 5/2/2025 Weekly Hours per position: 10

of Positions: 10 Pay Rate: \$8/Hour

If interested, please contact:

Supervisor: Amanda Shafer

Email: shafera@trine.edu

Telephone: (260)665-4701

Department: Campus Operations - Housekeeping

Office Location: Campus Operations

Grounds

Campus Operation - Grounds

Job Summary

To ensure the upkeep of campus

Duties and Responsibilities

Removing trash from outside receptacles

Mowing and trimming grass

Cleaning flower beds

Help maintain sports fields

Qualifications Needed

No qualifications needed

Other Details

Dates of Employment: 8/12/2024 to 5/2/2025 **Weekly Hours per position:** 10

of Positions: 10 **Pay Rate:** \$8/Hour

If interested, please contact:

Supervisor: Brain Alexander

Email: alexanderb@trine.edu

Telephone: (260)665-4985

Department: Campus Operation - Grounds

Office Location: Campus Operations

Snow Removal

Campus Operation - Grounds

Job Summary

To ensure safety of students, faculty, and staff by removing snow and ice from sidewalks and parking lots

Duties and Responsibilities

Snow and Ice removal

Qualifications Needed

No qualifications needed

Other Details

Dates of Employment:	8/12/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	14	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Brian Alexander
Email:	alexanderb@trine.edu
Telephone:	(260)665-4985
Department:	Campus Operation - Grounds
Office Location:	Campus Operations

Events Assistant

Audio Video/Events

Job Summary

To assist Event Services with the planning, set up, execution and teardown of events on campus.

Duties and Responsibilities

Set up of Trine's resources at multiple venues on campus for events. Assist Event Services in the inventory of care of Trine's resources. Occasionally run AV systems during events. Assist in the box office and in the sale of ticketed events on campus.

Qualifications Needed

Ability to multi task, ability to lift over 20lbs. Working knowledge of PowerPoint. Ability to work self sufficiently. Ability to provide a tremendous level of customer service.

Other Details

Dates of Employment:	8/9/2024 to 5/7/2025	Weekly Hours per position:	10
# of Positions:	6	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Jennifer LaRose
Email:	Larosej@trine.edu
Telephone:	(260)665-4201
Department:	Audio Video/Events
Office Location:	Capri

AV Assistant Technician

Audio Video/Events

Job Summary

To assist Event Services with the setup, execution and teardown of events that require audio visual assistance.

Duties and Responsibilities

Setup of sound, lights, and other resources at multiple venues on campus. Run audio visual tasks during events. Assist with the directing, editing, and filming of livestream events if needed.

Qualifications Needed

Ability to multitask, Ability to lift over 20lbs. Working knowledge of PowerPoint and Canva. Ability to work self sufficiently and provide tremendous customer service.

Other Details

Dates of Employment:	8/9/2024 to 5/7/2025	Weekly Hours per position:	10
# of Positions:	3	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Seth Pendergrass
Email:	pendergrasss@trine.edu
Telephone:	(260)665-4201
Department:	Audio Video/Events
Office Location:	Fabiani theater

Student Technician

Computer Center (IT)

Job Summary

IT-related repairs, installations, and customer service

Duties and Responsibilities

- Answer student specific customer support phone calls and emails.
- Assist student walk-in customers
- Enter student entry tickets
- Troubleshoot student network and access issues with myPortal, Moodle, e-mail, etc.
- Shadow working on Lab or other proje

Qualifications Needed

- 2+ years of experience in using computer technology (professional experience not required).
- Experience using Windows 7 and 8.x. Other OS experience (Mac, Linux, Android) is helpful as well.
- Excellent verbal and written communication skills.
- Enjoy

Other Details

Dates of Employment:	8/19/2024 to 5/9/2025	Weekly Hours per position:	15
# of Positions:	10	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Charles Alvarado
Email:	alvaradoc@trine.edu
Telephone:	(260)665-4336
Department:	Computer Center (IT)
Office Location:	Best Hall IT

Student Helpers

Ice - Youth Hockey

Job Summary

To help run Learn to Skate, Learn to Play, and Skate classes

Duties and Responsibilities

Assist and teach Learn to Skate and Learn to Play hockey kids, help with check in and help set up for classes.

Qualifications Needed

Be able to skate.

Other Details

Dates of Employment:	8/25/2024 to 5/4/2025	Weekly Hours per position:	15
# of Positions:	20	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	John Mihalik
Email:	Mihalikj@trine.edu
Telephone:	(260)665-4325
Department:	Ice - Youth Hockey
Office Location:	ICE Arena

Student Assitant

Ice

Job Summary

To help run stores during hockey games and open skates. To be a skate guard at open skates.

Duties and Responsibilities

Run cash registers during games and open skates.

Qualifications Needed

Knowledge of our point of sale cash register system. Able to give the right amount of change. Good customer service.

Other Details

Dates of Employment:	8/25/2024 to 5/4/2025	Weekly Hours per position:	10
# of Positions:	20	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	J. Michael Ferrell
Email:	ferrellm@trine.edu
Telephone:	(260)665-4319
Department:	Ice
Office Location:	ICE Arena

Tour Guide

Dean of Engineering

Job Summary

To act as a tour guide of all engineering buildings and labs as defined by the Dean of Engineering.

Duties and Responsibilities

To act as a tour guide of all engineering buildings and labs as defined by the Dean of Engineering.

Qualifications Needed

- Prefer upper classman but must be at least a second year student.
- Must be Work Study eligible.
- Must be respectful, courteous, prompt, and completely dependable.

Other Details

Dates of Employment:	8/26/2024 to 5/1/2025	Weekly Hours per position:	6
# of Positions:	5	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Sheri Thomson
Email:	ssthomson17@trine.edu
Telephone:	(260)665-4263
Department:	Dean of Engineering
Office Location:	Fawick 136

ChE Lab, Office, and Tutoring Assistant

Chemical Engineering

Job Summary

Provide assistance to the ChE Lab Technician, Admin Assistant, and Faculty as needed.

Duties and Responsibilities

Assist ChE Lab Technician with laboratory maintenance and safety compliance. Aid the ChE Admin with data entry and office organization. Help faculty with data entry, and special projects. May include tutoring and grading for 200-level courses.

Qualifications Needed

Organization, Attention To Detail, Self-Initiative, Experience with ChE coursework and prerequisites

Other Details

Dates of Employment:	8/19/2024 to 5/7/2025	Weekly Hours per position:	10
# of Positions:	2	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	James Taylor
Email:	Taylorj1@trine.edu
Telephone:	(260)336-8761
Department:	Chemical Engineering
Office Location:	Fawick 019

Lab Assistant

Civil Engineering

Job Summary

- Assist instructor in the set-up of lab tests.
- Keep lab clean.

Duties and Responsibilities

- Assist instructor in the set-up of lab tests.
- Keep lab clean.

Qualifications Needed

- Civil and Environmental Engineering student with junior or senior standing who earned a B or better in the course.
- Student must be eligible for Student Worker Employment and complete all necessary eligibility requirements.
- Complete all tasks.

Other Details

Dates of Employment:	8/26/2024 to 5/1/2025	Weekly Hours per position:	10
# of Positions:	5	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Sheri Thomson
Email:	ssthomson17@trine.edu
Telephone:	(260)665-4263
Department:	Civil Engineering
Office Location:	Fawick 101-111

Lab Technician

Civil Engineering

Job Summary

- Assist instructor in the set-up of lab tests.
- Keep lab clean.

Duties and Responsibilities

- Assist instructor in the set-up of lab tests.
- Keep lab clean.

Qualifications Needed

- * Civil and Environmental Engineering student with junior or senior standing who earned a B or better in the course.
- * Student must be eligible for Student Worker Employment and complete all necessary eligibility requirements.

Other Details

Dates of Employment: 8/26/2024 to 5/1/2025 **Weekly Hours per position:** 10

of Positions: 1 **Pay Rate:** \$8/Hour

If interested, please contact:

Supervisor: Sheri Thomson
Email: ssthomson17@trine.edu
Telephone: (260)665-4263
Department: Civil Engineering
Office Location: Fawick 101-111

Grader

Civil Engineering

Job Summary

To grade problem sets following instructor's guidelines.

Duties and Responsibilities

- To grade problem sets following instructor's guidelines.
- Homework is to be graded in a professional, timely and consistent manner.
- Communicate with professor on a regular basis providing feedback on assignments.

Qualifications Needed

- Student must be eligible for Student Worker Employment and complete all necessary eligibility requirements.
- Confidentiality of student work and answers to assignments is a must.
- Ability to complete all requested work in a timely manner.

Other Details

Dates of Employment:	8/26/2024 to 5/1/2025	Weekly Hours per position:	10
# of Positions:	2	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Sheri Thomson
Email:	ssthomson17@trine.edu
Telephone:	(260)665-4263
Department:	Civil Engineering
Office Location:	Fawick 101-111

Department Assistant

Civil Engineering

Job Summary

- To perform tasks as deemed necessary by faculty in the Civil and Environmental Engineering Department.

Duties and Responsibilities

- To perform tasks as deemed necessary by faculty in the Civil and Environmental Engineering Department.

Qualifications Needed

- Ability to complete all requested work in a timely and conscientious manner.
- Confidentiality of work assignments is a must.
- Must be respectful, courteous, prompt, and completely dependable.

Other Details

Dates of Employment:	8/26/2024 to 5/1/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Sheri Thomson
Email:	ssthomson17@trine.edu
Telephone:	(260)665-4263
Department:	Civil Engineering
Office Location:	Fawick 101-111

Special Projects Assistant

Civil Engineering

Job Summary

- To perform tasks as deemed necessary by the Civil and Environmental Engineering Department Chair.

Duties and Responsibilities

- To perform tasks as deemed necessary by the Civil and Environmental Engineering Department Chair.

Qualifications Needed

- Ability to complete all requested work in a timely and conscientious manner.
- Confidentiality of work assignments is a must.
- Must be respectful, courteous, prompt, and completely dependable.

Other Details

Dates of Employment:	8/26/2024 to 5/1/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Sheri Thomson
Email:	ssthomson17@trine.edu
Telephone:	(260)665-4263
Department:	Civil Engineering
Office Location:	Fawick 101-111

Lab Technician

Mechanical Engineering

Job Summary

Clean and Organize labs and parts store / special projects

Duties and Responsibilities

Clean and Organize labs and parts store / work on special projects

Qualifications Needed

Dependable mechanically inclined worker with an independent work ethic.
Use of Microsoft office and CAD.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	8	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Joe Thompson
Email:	thompsonj@trine.edu
Telephone:	(260)665-4524
Department:	Mechanical Engineering
Office Location:	Bock 107

Department Lab Assistant

Engineering and Technology

Job Summary

Assist with lab setup in the Additive Manufacturing Lab, CNC Lab, and the Precision Measuring Lab. Maintain and repair equipment as needed or report maintenance needs to the department chair. Assist professors and staff as needed.

Duties and Responsibilities

Assist with lab setup in the Additive Manufacturing Lab, CNC Lab, and the Precision Measuring Lab. Maintain and repair equipment as needed or report maintenance needs to the department chair. Assist professors and staff as needed.

Qualifications Needed

Must be a Design Engineering Technology student. All grade levels are welcome to apply.

Other Details

Dates of Employment:	8/12/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	4	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Thomas Trusty
Email:	trustyt@trine.edu
Telephone:	(260)665-4266
Department:	Engineering and Technology
Office Location:	Bock 217

Biomedical Engineering Student Lab Technician

Biomedical Engineering

Job Summary

The student lab technician will assist the department in maintaining, preparing, and developing labs associated with academic courses and projects.

Duties and Responsibilities

Duties and responsibilities include: working closely with the BME Faculty, assisting with lab preparation, aiding with lab sessions, developing of new labs, keeping an inventory, ensuring equipment is functional and assisting with departmental activities.

Qualifications Needed

- Current BME or Engineering Student preferred.
- Minimum GPA of 3.0
- Effective oral and written communication
- Reliable, self-motivated and willing to learn
- Ability to prioritize multiple tasks
- Attention to detail and good organizational skills

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	12	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Maria Gerschutz
Email:	gerschutzm@trine.edu
Telephone:	(260)665-4669
Department:	Biomedical Engineering
Office Location:	SDI 327

Student Worker - Administrative Support

School of Professional Studies

Job Summary

The student worker position is responsible for supporting the Administrative Personnel in the TrineOnline Department.

Duties and Responsibilities

Administrative support such as assistance with scheduling, auditing, assisting to maintain website.

Qualifications Needed

Trine Student

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Josh Pranger
Email:	prangerj@trine.edu
Telephone:	(260)665-4692
Department:	School of Professional Studies
Office Location:	Intertech

Makerspace Mechanic

Innovation One

Job Summary

Assist in oversight of the Makerspace and support of the programming offered in the makerspace

Duties and Responsibilities

Monitor the makerspace during operation hours
Serve as resource on equipment & processes in makerspace
Assist in safety & equipment training
Assist in planning, marketing & hosting events
Maintain the makerspace
Assist on innovation 1 project

Qualifications Needed

ALL MAJORS & GRADE LEVELS WELCOME!!! Willingness to learn equipment, processes, software, and other areas of makerspace
Interest in tinkering and fostering the makers mindset

Other Details

Dates of Employment:	8/19/2024 to 4/25/2025	Weekly Hours per position:	20
# of Positions:	10	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor: Timerson Downing
Email: tldowning@trine.edu
Telephone: (260)665-4644
Department: Innovation One
Office Location: MILL - Makerspace

Tech Training Student Worker

Innovation One/ Technical Training

Job Summary

Assist in lab setup, tidiness, and general support of the Technical Certification Programs

Duties and Responsibilities

Setup equipment for programs. Assist in projects needed to make technical training programs a success, including marketing.

Qualifications Needed

Willingness to learn equipment, processes, and software.
SACA Certifications or FANUC knowledge is a plus

Other Details

Dates of Employment: 8/26/2024 to 3/28/2025 **Weekly Hours per position:** 10

of Positions: 1 **Pay Rate:** \$8/Hour

If interested, please contact:

Supervisor: Tony DeLancey
Email: delanceyt@trine.edu
Telephone: (260)665-4313
Department: Innovation One/ Technical Training
Office Location: Bock Center

Office Assistant

Franks School of Education

Job Summary

To assist with various office tasks, digital media post, and FSOE student events.

Duties and Responsibilities

Assist faculty and staff with general office duties such as copying, organizing, data entry, and special projects as needed. Help create and post approved content to social media, and to help organize and carry out FSOE student events.

Qualifications Needed

3.0 GPA, detail-oriented, positive, reliable, working knowledge of Microsoft Office as well as Google applications.

Other Details

Dates of Employment:	8/28/2024 to 4/25/2025	Weekly Hours per position:	15
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Mechelle Snyder
Email:	snyderm@trine.edu
Telephone:	(260)665-4121
Department:	Franks School of Education
Office Location:	Shambaugh 104

CMETU Assistant

Montessori

Job Summary

To assist the CMETU Director with various duties.

Duties and Responsibilities

Assisting the Director with various tasks including but not limited to classroom setup, preparation of materials, file management, and marketing idea creations.

Qualifications Needed

GPA of 3.0 or higher, Confidentiality is a priority. Student worker must be detail-oriented, can prioritize tasks, and have a basic understanding of office skills.

Other Details

Dates of Employment:	9/3/2024 to 4/25/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Laurie Stockton-Moreno
Email:	stocktonmoreno1@trine.edu
Telephone:	(260)665-4565
Department:	Montessori
Office Location:	Shambaugh 104 F

Golf Lab Attendant

Dean-School of Business

Job Summary

To help staff the golf lab

Duties and Responsibilities

To run updates on technology, staff the lab for outside usage, conduct lab training for students, and general lab maintenance

Qualifications Needed

Student needs to be familiar with golf lab technology (Trackman, SAM Putt Lab, and tools in workshop) in order to assist other students. Student also needs to be able to provide very basic golf instruction (etiquette, set-up, etc.).

Other Details

Dates of Employment:	8/26/2024 to 5/3/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Catherine Benson
Email:	bensonc@trine.edu
Telephone:	(260)665-4761
Department:	Dean-School of Business
Office Location:	Ford 215

Sport Management/Center for Sports Studies Intern

Dean-School of Business

Job Summary

Assist with operations for Sport Management and Center for Sports Studies

Duties and Responsibilities

Maintaining social media accounts, taking photos at events, creating promotional materials for guest speakers and events, tracking student participation in events, scheduling speakers and activities, etc.

Qualifications Needed

Understanding of various social media platforms, excellent communication skills, writing proficiency, marketing basics.

Other Details

Dates of Employment:	8/26/2024 to 5/3/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Catherine Benson
Email:	bensonc@trine.edu
Telephone:	(260)665-4761
Department:	Dean-School of Business
Office Location:	Ford 215

Ketner School of Business Work Study

Dean-School of Business

Job Summary

To assist KSB with office jobs as needed

Duties and Responsibilities

Creating the bi-weekly KSB Student Newsletter, assist in the creation of P2 spreadsheets and marketing materials, taking photos and videos at club/organizations/P2 events for marketing materials, other duties as needed

Qualifications Needed

Experience with Canva, PowerPoint, and Excel; Excellent communication skills; Photography/videography experience helpful but not required - we can teach

Other Details

Dates of Employment: 8/26/2024 to 5/2/2025 **Weekly Hours per position:** 10

of Positions: 2 **Pay Rate:** \$8/Hour

If interested, please contact:

Supervisor: Melanie Beer
Email: beerm@trine.edu
Telephone: (260)665-4177
Department: Dean-School of Business
Office Location: Ford 216

Anatomy Open Labs Student Worker

Science

Job Summary

A student worker is hired to facilitate anatomy "Open Lab" hours where students can use the Anatomage tables and anatomy models as "hands-on" study tools. These are provided 2 - 4 times a week and available for all students enrolled in an anatomy lab.

Duties and Responsibilities

Host after-hours access to Anatomy classroom and lab spaces with Anatomage tables and anatomy models. Clean and maintain anatomy model storeroom. Assist with Rinker Ross Visit Days Anatomage table demonstrations schedule permitting.

Qualifications Needed

Completed BIO384 and BIO394 and labs with a grade of "B" or higher. Not meeting above requirements requires recommendation from an anatomy or other Science Department faculty member. Work-study preferred but not firmly required.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Victoria Hankins
Email:	hankinsv@trine.edu
Telephone:	(260)665-4251
Department:	Science
Office Location:	Best 303A

Biology Lab Student Worker

Science

Job Summary

Assist with lab setup, biological sample/plate preparation and lab housekeeping tasks in biology department. Primary focus on introductory biology labs BIO114L and BIO124L. Other lab assistance where needed.

Duties and Responsibilities

Prepare YPD media plates & related supplies for BIO114L yeast project each semester. Set out/put away lab supplies for lab sessions weekly. Perform lab housekeeping (washing glassware, disinfection, lab supply organization). Communicate with lab manager.

Qualifications Needed

Completed BIO114 and lab with "B" or better - alternative course prerequisites or lower grades only accepted with personal recommendation from Science faculty member. Completion of BIO124 and lab recommended. Successful completion of Lab Safety Training.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	2	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Victoria Hankins
Email:	hankinsv@trine.edu
Telephone:	(260)665-4251
Department:	Science
Office Location:	Best 303A

Advanced Biology Lab Student Worker

Science

Job Summary

Work with Dr. Hong Park and other biology faculty who teach upper level (300-400) biology courses and labs. Receive training for specific biological equipment; techniques and skills to assist with lab preparation.

Duties and Responsibilities

Communicate with lab management and biology faculty to perform molecular biology, forensic biology, and genetics lab preparation and housekeeping.

Qualifications Needed

Completion of BIO114, BIO124 and labs with "B" or better. Some advanced biology lab coursework preferred (currently enrolled or past). Often selected from personal recruitment amongst biology faculty.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Victoria Hankins
Email:	hankinsv@trine.edu
Telephone:	(260)665-4251
Department:	Science
Office Location:	Best 303A

Microbiology Lab Prep Student Worker

Science

Job Summary

To prepare petri dish "plates"; test tube cultures and other media required for use in Microbiology Lab courses.

Duties and Responsibilities

Preparation of plates, cultures, deeps, slants and other media utilized in microbiology labs. Maintenance of microbiology lab kits. Autoclaving and proper disposal of biohazardous waste media. Lab housekeeping including proper washing of glassware.

Qualifications Needed

Completion of BIO114 and BIO124 with "B" or better. Preferred completion of BIO324 "Microbiology" and lab with "B" or better. Exceptions made only with faculty recommendation. Completion of Lab Safety Training.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	4	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Victoria Hankins
Email:	hankinsv@trine.edu
Telephone:	(260)665-4251
Department:	Science
Office Location:	Best 303A

Chemistry Lab Prep Student Worker

Science

Job Summary

Prepare chemical solutions and setup tasks required for CH104 and CH114 labs each semester. Other chemistry labs prep as needed. Assistance for lab manager.

Duties and Responsibilities

Prepare chemical solutions for CH104, 114, 144 and 155 labs weekly. Set up and tear down labs each week - changing out glassware and supplies. Perform lab housekeeping tasks (washing glassware, inventory, etc.).

Qualifications Needed

Completion of CH114 and CH124 or CH 155 and labs with "B" or better. Exceptions made only at recommendation of chemistry faculty. Successful completion of Lab Safety Training.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	3	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Victoria Hankins
Email:	hankinsv@trine.edu
Telephone:	(260)665-4251
Department:	Science
Office Location:	Best 303A

Writing Center Tutor

Humanities & Communication (Writing Center)

Job Summary

The Primary Purpose of this position is to tutor fellow students in all aspects of the writing process, including but not limited to brainstorming, researching, editing, revising, organizing, and executive functioning.

Duties and Responsibilities

Tutor fellow students one-on-one in all aspects of writing, both in person and online; perform administrative duties as listed on the current job description; help with promotion and advertising; run in-class workshops.

Qualifications Needed

Solid writing skills; must be at least a sophomore status; ability to work with a variety of learning styles; ability to take initiative on administrative projects and communicate well. References and/or writing samples required.

Other Details

Dates of Employment:	8/26/2024 to 4/25/2025	Weekly Hours per position:	10
# of Positions:	15	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Janelle Pulczinski
Email:	pulczinskij@trine.edu
Telephone:	(260)665-4339
Department:	Humanities & Communication (Writing Center)
Office Location:	Taylor Hall 215/Writing Center (LINK)

General Work Study and Digital, Social Media, Mark

Humanities & Communication (Writing Center)

Job Summary

Help promote the Jannen School of Arts and Sciences and its various majors through social media posts and student events.

Duties and Responsibilities

Assist faculty and staff with general office duties such as copying, organizing, data entry, and special projects as needed.

Qualifications Needed

3.0 GPA, detail-oriented, positive, reliable, working knowledge of Microsoft Office, Google applications, and social media platforms.

Other Details

Dates of Employment:	8/26/2024 to 5/25/2025	Weekly Hours per position:	20
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Darrin Wilcox
Email:	wilcoxd@trine.edu
Telephone:	(260)665-4341
Department:	Humanities & Communication (Writing Center)
Office Location:	Taylor Hall 107

Lab Assistant

Psychology

Job Summary

The purpose of this work study is to provide students with laboratory experience in conducting, measuring, quantifying, and analyzing psychological data with labs created by their psychology instructors for their students.

Duties and Responsibilities

Read directions and explain labs to students, administer labs, assist with measuring psychometrics, manage lab equipment, track student attendance and lab completion, calculate and grade labs.

Qualifications Needed

Trine student, psychology major or minor, must have at least 12 hours/per week available

Other Details

Dates of Employment:	9/2/2024 to 11/29/2024	Weekly Hours per position:	12
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Donna Wyse
Email:	wysed@trine.edu
Telephone:	(260)665-4202
Department:	Psychology
Office Location:	Best Hall 115 F

Music Department Assistant

Music

Job Summary

Assist with the logistics and organization of the music department.

Duties and Responsibilities

Filing music, setting up performance area, moving equipment, sorting uniforms, organizing inventory, other duties as assigned.

Qualifications Needed

Musical experience helpful but not required. Ability to move chairs and music stands, sort and score order music, etc.

Other Details

Dates of Employment:	8/19/2024 to 5/3/2025	Weekly Hours per position:	15
# of Positions:	2	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Peter Weinert
Email:	weinertp@trine.edu
Telephone:	(260)665-4408
Department:	Music
Office Location:	Furth 123

Office Worker, Administrative Assistant

Rinker Ross School of Health Sciences

Job Summary

Assist Emily Chancellor, Administrative Assistant, Rinker-Ross School of Health Sciences

Duties and Responsibilities

Assist Emily Chancellor, Administrative Assistant, Rinker-Ross School of Health Sciences, Dept. of Exercise Science & Dept. of Science. Annual events in RRSOHS set-up and assisting.

Qualifications Needed

Go-getter. Good organizational and computer skills; interested in assisting with large and small events; meet and greet skills. Flexible to cover office hours as needed. Does not need to be a science major. 6-8 hours a week except during exams.

Other Details

Dates of Employment:	8/26/2024 to 4/25/2025	Weekly Hours per position:	8
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Emily Chancellor
Email:	chancellor@trine.edu
Telephone:	(260)665-4243
Department:	Rinker Ross School of Health Sciences
Office Location:	Best Hall 149

Registrar Office Assistant

Registrar

Job Summary

To assist with the operations of the Office of the Registrar

Duties and Responsibilities

- Filing
- Data entry
- Miscellaneous clerical duties
- Customer service
- Event support (orientation, student housing move-in)
- Transcript processing

Qualifications Needed

- Detail oriented
- Strong communication skills
- Familiar with Microsoft Word and Excel
- Understands the importance of confidentiality

Other Details

Dates of Employment:	8/19/2024 to 12/13/2024	Weekly Hours per position:	10
# of Positions:	2	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Charlotte Edsall
Email:	edsallc@trine.edu
Telephone:	(260)665-4128
Department:	Registrar
Office Location:	Forman Hall - Registrar's Office

Intramural Sports Referee

Student Affairs-Dean of Students & Engagement/Intramurals

Job Summary

As an Intramural Sports Referee, you will play a crucial role in facilitating fair play and sportsmanship among college students participating in various intramural sports activities. You will be responsible for officiating games, enforcing rules, etc..

Duties and Responsibilities

1. Officiating Games
2. Enforcing Rules
3. Ensuring Player Safety
4. Conflict Resolution
5. Communication
6. Professionalism

Qualifications Needed

- Previous experience officiating intramural or recreational sports is preferred but not required.
- Strong knowledge of the rules and strategies of various intramural sports.
- Excellent communication and interpersonal skills.

Other Details

Dates of Employment:	9/2/2024 to 5/2/2025	Weekly Hours per position:	8
# of Positions:	7	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Caleb Gonya
Email:	cdgonya17@trine.edu
Telephone:	(260)665-4173
Department:	Student Affairs-Dean of Students & Engagement/Intramurals
Office Location:	University Center

Student Leadership Office Assistant

Student Affairs-Dean of Students & Engagement/Intramurals

Job Summary

The Student Leadership Office Assistant plays a crucial role in maintaining the efficient operation of the Office of Student Leadership and Student Government. This position is primarily responsible for front desk operations, providing admin. support.

Duties and Responsibilities

- Greet and assist students, faculty, and visitors as they enter the office suite.
- Answer phone calls and direct inquiries to the appropriate office staff.
- Notify office staff of students arriving for appointments or meetings.
- Other duties as assign

Qualifications Needed

Excellent communication and interpersonal skills.
Strong organizational abilities and attention to detail.
Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and basic office equipment.
Ability to manage multiple tasks

Other Details

Dates of Employment:	9/3/2024 to 4/25/2025	Weekly Hours per position:	10
# of Positions:	10	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Blake Grosse
Email:	bcgrosse17@trine.edu
Telephone:	(260)665-4147
Department:	Student Affairs-Dean of Students & Engagement/Intramurals
Office Location:	Alwood/Conrad Hall - Student Leadership & Student Government

Front Desk Assistant

Student Affairs-Dean of Students & Engagement/intramurals

Job Summary

To provide administrative assistance and perform tasks including customer service. To aid the Office of Student Affairs in maintaining an organized and efficient space.

Duties and Responsibilities

Welcoming and assisting visitors, providing administrative support, addressing student inquiries, monitoring front desk, and special projects such as event prep, setup and tear down, as assigned.

Qualifications Needed

Excellent communication skills, professional and friendly customer service, dependable and punctual, ability to work independently.

Other Details

Dates of Employment:	9/2/2024 to 4/2/2025	Weekly Hours per position:	10
# of Positions:	2	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Cisco Ortiz
Email:	ortizf@trine.edu
Telephone:	(260)665-4206
Department:	Student Affairs-Dean of Students & Engagement/intramurals
Office Location:	UC207

Mail Center Assistant

Student Services- Mail Room

Job Summary

Assist with mail center duties as assigned.

Duties and Responsibilities

Sort, distribute, forward, & prepare outgoing mail. Utilize tracking software to maintain an accurate record of incoming & outgoing packages. Distribute packages to students. Process all mail & packages that are delivered during hours of operation.

Qualifications Needed

Ability to work independently w/ high level of attention to detail, organizational skills, & commitment to working as a team. The ability to maintain confidentiality, solve problems, & exercise sound judgment. Lift up to 40 pounds & stand for a length of

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	4	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Sara Szebuntschak
Email:	szebuntschaks@trine.edu
Telephone:	(260)665-4138
Department:	Student Services- Mail Room
Office Location:	Mail Center

Tele-Counselors

Admission

Job Summary

Outreach to potential future students by informative calls

Duties and Responsibilities

Calling of high school seniors in an attempt to interest them in visiting Trine and possibly receiving Pre Award Scholarships.

Qualifications Needed

Friendly voice, dependability, positive attitude and knowledge of Trine

Other Details

Dates of Employment:	8/12/2024 to 5/9/2025	Weekly Hours per position:	10
# of Positions:	20	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Kelly McGuire
Email:	mcguirek@trine.edu
Telephone:	(260)665-4130
Department:	Admission
Office Location:	Forman Hall - Admissions

Office Assistant

Admission

Job Summary

Assistant with office duties and work

Duties and Responsibilities

This position has the responsibility of assisting the office manager in organizing mailings, walking families to appointments and other tasks assigned. Hours of operation are Monday through Friday 8am - 5pm.

Qualifications Needed

Be work study eligible

Other Details

Dates of Employment:	8/12/2024 to 5/23/2025	Weekly Hours per position:	10
# of Positions:	10	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Kelly McKee
Email:	mckeek@trine.edu
Telephone:	(260)665-4132
Department:	Admission
Office Location:	Forman Hall - Admissions

Tour Guide

Admission

Job Summary

To give tours and represent the campus in a positive matter.

Duties and Responsibilities

Give tours on individual campus visits, and on visit days.

Qualifications Needed

To be able to communicate effectively and give informative tours.

Other Details

Dates of Employment:	8/12/2024 to 5/23/2025	Weekly Hours per position:	10
# of Positions:	20	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Emily Eis
Email:	eise@trine.edu
Telephone:	(260)665-4424
Department:	Admission
Office Location:	Forman Hall - Admissions

Admissions Ambassador

Admission

Job Summary

To assist the admissions team with their daily duties. Help aid incoming students during the admissions process.

Duties and Responsibilities

Help with tours and the tour training process.

Help cover the front desk when needed

Assist with admission counselors while they are out of office

Help with first contact point of potential visitors

Qualifications Needed

To be able to communicate effectively with peers and adults

To be self efficient

To be able to problem solve, or find the resources for the answer

Other Details

Dates of Employment: 8/12/2024 to 5/23/2025 **Weekly Hours per position:** 10

of Positions: 6 **Pay Rate:** \$8/Hour

If interested, please contact:

Supervisor: Emily Eis

Email: eise@trine.edu

Telephone: (260)665-4424

Department: Admission

Office Location: Forman Hall - Admissions

Visit Assistant

Admission

Job Summary

Help with high school group visits

Duties and Responsibilities

Guide students between activities, give group tours, and interact with high school students.

Qualifications Needed

Talk to groups of high school students

Other Details

Dates of Employment:	8/19/2024 to 5/3/2025	Weekly Hours per position:	6
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Kelly McGuire
Email:	mcguirek@trine.edu
Telephone:	(260)665-4130
Department:	Admission
Office Location:	Forman Hall - Admissions

Office of Retention Student Assistant

Student Affairs/ Success Retention

Job Summary

The Office of Retention Student Assistant assists the Director of Student Retention. The Student Assistant will perform administrative tasks and serve as a representative for Student Success and the Office of Retention.

Duties and Responsibilities

Create informational handouts for the Office of Retention and the Campus Health Center

Assist with picking up and returning textbooks

Participate in various activities/events as a representative for Student Success/Retention

Perform research

Qualifications Needed

Has attended Trine for at least 1 year

Minimum 2.5 cumulative GPA

Psychology, Education, or Health Science major (preferred but not required)

Commit to working 3-5 hours per week each semester (student worker is not asked/required to work during breaks)

Other Details

Dates of Employment:	8/26/2024 to 5/2/2025	Weekly Hours per position:	5
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Jessica Taylor
Email:	taylorj@trine.edu
Telephone:	(260)665-4947
Department:	Student Affairs/ Success Retention
Office Location:	LINK 225

Study Session Leader

Student Affairs/ Student Success

Job Summary

Serve as tutors for various courses, housed within the Academic Success Center, as part of our Peer Study Session program

Duties and Responsibilities

Serve as tutors for various courses, housed within the Academic Success Center, as part of our Peer Study Session program

Qualifications Needed

Have taken the course they will tutor in and have done well in it

Other Details

Dates of Employment:	8/26/2024 to 5/2/2025	Weekly Hours per position:	8
# of Positions:	10	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Rich Warren
Email:	warrenr@trine.edu
Telephone:	(260)665-4608
Department:	Student Affairs/ Student Success
Office Location:	LINK 125

Career Center Student Worker

Employment Resource Center (Career Services)

Job Summary

The Career Center Student Worker helps promote and support the Career Center events as well as the services provided to students.

Duties and Responsibilities

Scheduling and oversight of advertising via social media, fliers, university TV screens, targeted emails, classroom announcements, and other methods as appropriate. Assist in event planning and logistics.

Qualifications Needed

- Strong written and verbal communication skills.
- Experience with Microsoft Office applications and social media (Instagram, Facebook, etc.).
- Excellent organizational skills with the ability to partake in multiple projects.
- A professional and friend

Other Details

Dates of Employment:	8/19/2024 to 4/25/2025	Weekly Hours per position:	10
# of Positions:	3	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Melissa Lafferty
Email:	laffertym@trine.edu
Telephone:	(260)665-4346
Department:	Employment Resource Center (Career Services)
Office Location:	Career Center

STEM Camp Counselors

Pre College Outreach and Engagement

Job Summary

To assist the Pre College Office of Outreach and Engagement with needs associated with all STEM camps that occur on campus.

Duties and Responsibilities

To plan and implement visit days associated with the center for elementary, middle school and high school visitors. Provide tours of campus. Supervision of Pre college students on campus. Occasionally be Storm or Storm's handler for visit days.

Qualifications Needed

Ability to supervise youth on campus. Working knowledge of all things Trine for a campus tour. Ability to teach youth on curriculum that is provided. Ability to multitask and work independently.

Other Details

Dates of Employment:	8/14/2024 to 5/7/2025	Weekly Hours per position:	10
# of Positions:	4	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Holly Herndon
Email:	herndonh@trine.edu
Telephone:	(260)665-4201
Department:	Pre College Outreach and Engagement
Office Location:	Capri

Front Office Assistant

Financial Aid

Job Summary

Assist the front office with daily office tasks, answering phone calls, document processing, marketing, and some math related projects.

Duties and Responsibilities

To assist the office staff in completing daily tasks related to the processing of financial aid.

Qualifications Needed

Student Workers must be detail oriented, friendly, willingness to help others, and some knowledge of Microsoft Office 365 is beneficial but not required.

Other Details

Dates of Employment:	8/19/2024 to 5/9/2025	Weekly Hours per position:	10
# of Positions:	8	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Christine Reiniche
Email:	reinichec@trine.edu
Telephone:	(260)665-4610
Department:	Financial Aid
Office Location:	Forman Hall - Financial Aid Office

LIS Special Project and Interlibrary Loan Student

Library and Info Services

Job Summary

Help fill a gap in full-time library staff. The LIS Special Projects and Interlibrary Loan Student Assistant is responsible assisting the Information Services Librarian PSA with resource sharing activities.

Duties and Responsibilities

Times Needed: Roughly Monday-Friday 7:30 am – 9 am and 2 pm – 4 pm (flexible). Morning and afternoon Interlibrary Loan work needed every workday. Special projects and Interlibrary loan.

Qualifications Needed

- Attention to detail
- Highly organized
- Strong computer skills and technical competency
- Ability to follow complex instructions
- Reliable and self-directed

Other Details

Dates of Employment:	8/5/2024 to 5/16/2025	Weekly Hours per position:	8
# of Positions:	4	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Jill Noyes
Email:	noyesj@trine.edu
Telephone:	(260)665-4179
Department:	Library and Info Services
Office Location:	UC LINK 125

LIS Student Assistant

Library and Info Services

Job Summary

Front desk staff

Duties and Responsibilities

1. Staff the service desk and maintain services public library spaces, following the customer service guidelines in student worker contract.
2. Do small tasks as assigned. This may include dusting, book shifting, or scanning.

Qualifications Needed

- Customer service, library, or bookstore experience preferred.
- Strong interpersonal and communication skills
- Strong computer skills and technical competency
- Ability to follow complex instructions
- Reliable and self-directed

Other Details

Dates of Employment:	8/12/2024 to 5/9/2025	Weekly Hours per position:	8
# of Positions:	12	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Jill Noyes
Email:	noyesj@trine.edu
Telephone:	(260)665-9761
Department:	Library and Info Services
Office Location:	UC 125

Athletic Department Intern

Game Operations

Job Summary

Assist the Associate Athletic Director of Fan Experience during Fall & Winter athletic events.

Duties and Responsibilities

Assist the Associate Athletic Director of Fan Experience at Fall & Winter athletic events.

Qualifications Needed

Need to be able and attend all home football games and home Men & Womens basketball games.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	3	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Connor Arthur
Email:	arthurc@trine.edu
Telephone:	(260)665-4344
Department:	Game Operations
Office Location:	MTI 209

Outside Services / Cart Staff

Zollner Golf Course

Job Summary

The Outside Services / Cart Staff provides support to the Golf Operations department. This position has a flexible schedule and is responsible for aiding the Golf Professional and Shop staff to insure the quality of the outside operations of the facility.

Duties and Responsibilities

- Assist Golf Professionals to execute all tournament activities.
- Wash, detail, charge and maintain the cleanliness of cart fleet
- Pick the driving range, clean range balls and keep pro shop range ball inventory stocked
- Ensure cleanliness of Driving

Qualifications Needed

- Ability to drive golf carts and other small equipment.
- Knowledge of golf is encouraged, but not required for hire.
- Positive mental attitude and willingness to work collegially with other staff members.
- Evening and weekend work

Other Details

Dates of Employment:	8/5/2024 to 12/31/2024	Weekly Hours per position:	12
# of Positions:	8	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Jon Busscher
Email:	busscherj@trine.edu
Telephone:	(260)665-4803
Department:	Zollner Golf Course
Office Location:	Zollner Golf Course

Production Assistant

Trine Broadcasting Network

Job Summary

To assist the Trine Broadcasting Network with the production of sports and other Livestreams as well as occasional audio recording for institutional podcasts.

Duties and Responsibilities

As a PA you'll be behind the scenes and possibly behind the microphones for our athletic and other video streams. Opportunities include operating cameras, technical directing, audio production, graphics, and possibly play-by-play or color commentary.

Qualifications Needed

We're looking for people who are reliable, focused, trustworthy and available for work on nights and weekends. Although preference is given to communication majors, interested work-study eligible students from any major are encouraged to inquire.

Other Details

Dates of Employment:	9/3/2024 to 5/2/2025	Weekly Hours per position:	8
# of Positions:	6	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Josh Hornbacher
Email:	hornbacherj@trine.edu
Telephone:	(260)665-4288
Department:	Trine Broadcasting Network
Office Location:	University Center

Student Worker

Dual Enrollment

Job Summary

Aid the dual enrollment director in tasks.

Duties and Responsibilities

File, organize, & answer emails.

Qualifications Needed

Needs to feel comfortable working on the computer and using the copy machine.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Kim Bennett
Email:	bennettk@trine.edu
Telephone:	(260)665-4438
Department:	Dual Enrollment
Office Location:	Forman

CSIT XR Lab Tech

Computer Science and Information Technology

Job Summary

These students will keep the XR lab up to date and organized and be in charge of the lab.

Duties and Responsibilities

These students will keep the XR lab up to date and organized and be in charge of the lab. They will assist in any camp or tour of the labs and install new programs. They will prepare computer and CrowPi labs.

Qualifications Needed

CIT, XR, CS, or Cybersecurity students interested in XR and willing to learn all of the equipment.

Other Details

Dates of Employment:	8/19/2024 to 5/10/2025	Weekly Hours per position:	8
# of Positions:	4	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Wendy Yagodinski
Email:	yagodinskiw@trine.edu
Telephone:	(260)665-4276
Department:	Computer Science and Information Technology
Office Location:	SDI #225

Teaching Assistant/Office Assistant

Electrical and Computer Engineering

Job Summary

To help professors with classroom work and help Admin Assistant with office work.

Duties and Responsibilities

Making copies, Putting together visit folders, Helping with teaching demos, Assisting with lab setup

Qualifications Needed

Student must be in good standing and approved by the chair of the department.

Other Details

Dates of Employment:	8/19/2024 to 4/25/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Sameer Sharma
Email:	sharmas@trine.edu
Telephone:	(260)665-4196
Department:	Electrical and Computer Engineering
Office Location:	Fawick 201

Women's Volleyball Student Assistant

Athletics

Job Summary

Laundry, Stats, Practice Coach, other duties assigned by head coach.

Duties and Responsibilities

Team laundry, assisting head and assistant coaches in assigned tasks, stat practices, and film review at practices.

Qualifications Needed

Knowledge of the game of volleyball.

Other Details

Dates of Employment:	8/11/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Jamie Wozniak
Email:	wozniakj@trine.edu
Telephone:	(260)665-4145
Department:	Athletics
Office Location:	Hershey 203D

Men's ACHA D2 Hockey Laundry

Athletics

Job Summary

Laundry of practice/competition gear.

Duties and Responsibilities

Laundry of practice/competition gear.

Qualifications Needed

None.

Other Details

Dates of Employment:	8/25/2024 to 4/1/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Kyle Williams
Email:	kdwilliams17@trine.edu
Telephone:	(260)665-4470
Department:	Athletics
Office Location:	Ice Arena

T-Gear Store Cashier

Athletics

Job Summary

Assist with the operation of the MTI T-Gear store and trailer for game days & other special events. 0-10 hours per week.

Duties and Responsibilities

Open/close drawer/shift and sales of merchandise.

Qualifications Needed

None.

Other Details

Dates of Employment: 8/11/2024 to 5/2/2025 Weekly Hours per position: 10

of Positions: 2 Pay Rate: \$8/Hour

If interested, please contact:

Supervisor: Noah Warren
Email: warrenn@trine.edu
Telephone: (260)665-4174
Department: Athletics
Office Location: MTI Center 209

Men's NCAA Hockey Laundry

Athletics

Job Summary

Laundry of practice/competition gear.

Duties and Responsibilities

Laundry of practice/competition gear.

Qualifications Needed

None.

Other Details

Dates of Employment:	8/19/2024 to 4/1/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Alex Todd
Email:	todda@trine.edu
Telephone:	(260)665-4259
Department:	Athletics
Office Location:	Ice Arena

Men's NCAA Hockey Equipment Manager

Athletics

Job Summary

Assist coaches with equipment.

Duties and Responsibilities

Equipment hand out and repair. Inventory equipment for road games.

Qualifications Needed

None.

Other Details

Dates of Employment:	8/19/2024 to 4/1/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Alex Todd
Email:	todda@trine.edu
Telephone:	(260)665-4259
Department:	Athletics
Office Location:	Ice Arena

Women's Basketball Laundry

Athletics

Job Summary

Daily laundry duties as needed.

Duties and Responsibilities

Team daily laundry duties as required to maintain clean uniforms.

Qualifications Needed

None.

Other Details

Dates of Employment:	9/2/2024 to 3/14/2025	Weekly Hours per position:	8
# of Positions:	2	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Andy Rang
Email:	ranga@trine.edu
Telephone:	(260)665-4143
Department:	Athletics
Office Location:	MTI Center 208A

Women's Basketball Clerical/Athletics Clerical

Athletics

Job Summary

Assist women's basketball clerical and athletics department scheduling coordinator when needed.

Duties and Responsibilities

Assist with women's basketball recruiting day visits, organize team equipment, help with daily operations as needed. General clerical duties, assist in recruiting mailing (letter folding, stuffing & sealing envelopes). Data entry, copying & scanning.

Qualifications Needed

General computer skills; prefer familiar with Word and Excel. Knowledge of Microsoft Publisher and PowerPoint is a plus, but not required. Attention to detail is very important. Student does not have to be an athlete.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	6
# of Positions:	2	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Andy Rang
Email:	ranga@trine.edu
Telephone:	(260)665-4143
Department:	Athletics
Office Location:	MTI Center 208A

Women's Basketball Clerical

Athletics

Job Summary

Assist coaches in daily clerical duties.

Duties and Responsibilities

Copying, filing, making changes to camp brochures, film exchange, entering plays on computer, and others duties as needed.

Qualifications Needed

Knowledge of computer software such as Word. Experience in Publisher is a plus, but not required. Organizational skills helpful.

Other Details

Dates of Employment:	9/3/2024 to 3/8/2025	Weekly Hours per position:	6
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Andy Rang
Email:	ranga@trine.edu
Telephone:	(260)665-4143
Department:	Athletics
Office Location:	MTI Center 208A

Track Timer/Computer Support Team (Stats)

Athletics

Job Summary

Operate timing system during all track meets (high school, college, Trine).

Duties and Responsibilities

Operate timing system during all track meets (high school, college, Trine).

Qualifications Needed

Timing software experience preferred, but not required.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	3	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Zach Raber
Email:	raberz@trine.edu
Telephone:	(260)665-4126
Department:	Athletics
Office Location:	Hershey 302

ARC Monitor

Athletics

Job Summary

Supervise the ARC during community access and student recreation periods.

Duties and Responsibilities

Supervise the ARC during community access and student recreation periods.

Qualifications Needed

None.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	4	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Zach Raber
Email:	raberz@trine.edu
Telephone:	(260)665-4126
Department:	Athletics
Office Location:	Hershey 302

Baseball Laundry

Athletics

Job Summary

Wash, dry, and hang all of the team's laundry.

Duties and Responsibilities

Wash, dry, and hang all of the team's laundry daily or as needed.

Qualifications Needed

None.

Other Details

Dates of Employment:	1/13/2025 to 5/17/2025	Weekly Hours per position:	10
# of Positions:	5	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Brett Ratcliffe
Email:	ratcliffeb@trine.edu
Telephone:	(260)665-4135
Department:	Athletics
Office Location:	Hershey 203E

Men's Basketball Team Manager

Athletics

Job Summary

Assist basketball coach in daily operations of program.

Duties and Responsibilities

Report directly to the assistant men's basketball coach and assist in daily operations of the program. Duties include video coordinating, managing practices, daily laundry duty, coordinating team meals, and equipment management.

Qualifications Needed

None.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	2	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Isaac Anderson
Email:	andersoni@trine.edu
Telephone:	(260)665-4643
Department:	Athletics
Office Location:	MTI Center 212

Fitness Center Supervisor

Athletics

Job Summary

Oversee and monitor weight room and fitness center.

Duties and Responsibilities

Clean and monitor rooms.

Qualifications Needed

Previous experience and knowledge of equipment.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	12	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Isaac Anderson
Email:	andersoni@trine.edu
Telephone:	(260)665-4643
Department:	Athletics
Office Location:	MTI Center 212

Athletics Intern

Athletics

Job Summary

Assist the VP of Athletics.

Duties and Responsibilities

Assist with sales/marketing of athletic merchandise. May work in T-Gear Store or at game sites as assigned by supervisor. Will work various hours including evenings/weekends. Must be willing to work during certain athletic events and special campus days.

Qualifications Needed

Accurate with inventory and math skills. Basic computer knowledge. Ability to work with customers in a friendly manner. Appropriate phone and communication skills.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	2	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Matt Land
Email:	landm@trine.edu
Telephone:	(260)665-4142
Department:	Athletics
Office Location:	MTI Center 218

Men's Lacrosse Student Manager

Athletics

Job Summary

Assist coach with daily responsibilities during fall practice season & spring season, with break in between.

Duties and Responsibilities

Set up practice drills, retrieve balls, help game day setup, film practices/games, help with travel day, packing uniforms & equipment.

Qualifications Needed

None.

Other Details

Dates of Employment:	8/12/2024 to 4/30/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Ryan Kuhn
Email:	kuhnr@trine.edu
Telephone:	(260)665-4462
Department:	Athletics
Office Location:	Hershey 309B

Men's Lacrosse Laundry - Fall/Spring

Athletics

Job Summary

Laundry duties during fall practice season and spring season, with break between seasons.

Duties and Responsibilities

Dates approximate, mid-Sep thru mid-Oct & mid-Jan thru early May. Daily laundry duties for practice and game gear.

Qualifications Needed

None.

Other Details

Dates of Employment:	8/12/2024 to 4/30/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Ryan Kuhn
Email:	kuhnr@trine.edu
Telephone:	(260)665-4462
Department:	Athletics
Office Location:	Hershey 309B

Racquet Stringer

Athletics

Job Summary

String tennis racquets.

Duties and Responsibilities

String racquets as needed during fall & spring seasons.

Qualifications Needed

Able to use racquet stringer machine.

Other Details

Dates of Employment:	8/5/2024 to 5/2/2025	Weekly Hours per position:	7
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Erin Kolar
Email:	kolare@trine.edu
Telephone:	(260)665-4640
Department:	Athletics
Office Location:	Hershey 203A

Football Weight Room Supervisor

Athletics

Job Summary

Monitor proper lifting techniques for safety purposes, enforce rules, inventory equip, maintain appearance, manage capacity, assist with in-season sport performance program & other tasks requested by Football Strength and Conditioning Coach.

Duties and Responsibilities

Monitor proper lifting techniques for safety purposes, enforce rules, inventory equip, maintain appearance, manage capacity, assist with in-season sport performance program & other tasks requested by Football Strength and Conditioning Coach.

Qualifications Needed

None.

Other Details

Dates of Employment:	8/5/2024 to 11/30/2024	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Jacob Kinsey
Email:	kinseyj@trine.edu
Telephone:	(260)665-4140
Department:	Athletics
Office Location:	Zollner Stadium football offices

Football Laundry Manager

Athletics

Job Summary

Assist football staff with cleaning of uniforms.

Duties and Responsibilities

Wash and dry all football uniforms/practice equipment after football practices and games. Help handout uniforms for games.

Qualifications Needed

None.

Other Details

Dates of Employment:	8/5/2024 to 11/30/2024	Weekly Hours per position:	20
# of Positions:	3	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Jacob Kinsey
Email:	kinseyj@trine.edu
Telephone:	(260)665-4140
Department:	Athletics
Office Location:	Zollner Stadium football offices

Football Filmer

Athletics

Job Summary

Filming and assist in grading film to help improve the football team.

Duties and Responsibilities

Equipment hand out and repair. Inventory equipment for road games. Set up field for practice and game days. Possible laundry duties as needed.

Qualifications Needed

None.

Other Details

Dates of Employment:	8/5/2024 to 11/30/2024	Weekly Hours per position:	20
# of Positions:	3	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Jacob Kinsey
Email:	kinseyj@trine.edu
Telephone:	(260)665-4140
Department:	Athletics
Office Location:	Zollner Stadium football offices

Football Equipment Manager

Athletics

Job Summary

Assist coaches with equipment.

Duties and Responsibilities

Equipment hand out and repair. Inventory equipment for road games. Set up field for practice and game days. Possible laundry duties as needed.

Qualifications Needed

None.

Other Details

Dates of Employment:	8/5/2024 to 11/30/2024	Weekly Hours per position:	20
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Jacob Kinsey
Email:	kinseyj@trine.edu
Telephone:	(260)665-4140
Department:	Athletics
Office Location:	Zollner Stadium football offices

Men's Soccer Laundry

Athletics

Job Summary

Wash, dry, and hang all of the team's laundry.

Duties and Responsibilities

Wash, dry, and hang all of the team's laundry daily or as needed.

Qualifications Needed

Able to work nights and mornings.

Other Details

Dates of Employment:	8/12/2024 to 11/16/2024	Weekly Hours per position:	12
# of Positions:	2	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Dave Jacobs
Email:	jacobsd@trine.edu
Telephone:	(260)665-4294
Department:	Athletics
Office Location:	Hershey 305

Bowling Center Assistant

Athletics

Job Summary

Assist bowling lane manager with daily duties of lane operations.

Duties and Responsibilities

Assist center manager on front desk with open bowl, Intramural team bowling, Trine men's & women's bowling practices, and special group sessions.

Qualifications Needed

Lane experience and/or knowledge of the game of bowling preferred but not required.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	4	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Mike Jachcinski
Email:	jachcinskim@trine.edu
Telephone:	(260)665-4363
Department:	Athletics
Office Location:	MTI Center Bowling Lanes

Women's NCAA Hockey Laundry/Skate Sharpener

Athletics

Job Summary

Laundry of practice/competition gear. Also skate sharpening.

Duties and Responsibilities

Laundry of practice/competition gear. Also skate sharpening.

Qualifications Needed

Experience with Blackstone or Blademaster skate equipment.

Other Details

Dates of Employment:	8/26/2024 to 3/7/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Melissa Paluch
Email:	paluchm@trine.edu
Telephone:	(260)665-4303
Department:	Athletics
Office Location:	Ice Arena office suite

Men's Wrestling Team Manager

Athletics

Job Summary

General equipment control, stats keeper at tournaments.

Duties and Responsibilities

General equipment control, stats keeper at tournaments.

Qualifications Needed

None.

Other Details

Dates of Employment:	9/23/2024 to 3/31/2025	Weekly Hours per position:	12
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Tom Hall
Email:	hallt@trine.edu
Telephone:	(260)665-4856
Department:	Athletics
Office Location:	Hershey 203B

Men's Wrestling Mat Setup/Cleaning

Athletics

Job Summary

Unroll & disinfect mats prior to daily practices & before any home competitions.

Duties and Responsibilities

Unroll/disinfect mats prior to daily practices & before any home competitions. Possibly only 2 workers needed depending on schedule & time available for job.

Qualifications Needed

None.

Other Details

Dates of Employment:	9/23/2024 to 3/31/2025	Weekly Hours per position:	3
# of Positions:	3	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Tom Hall
Email:	hallt@trine.edu
Telephone:	(260)665-4856
Department:	Athletics
Office Location:	Hershey 203B

Men's Wrestling Laundry

Athletics

Job Summary

Laundry of uniforms after practices & competitions.

Duties and Responsibilities

Laundry of uniforms after practices & competitions.

Qualifications Needed

None.

Other Details

Dates of Employment:	9/23/2024 to 3/31/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Tom Hall
Email:	hallt@trine.edu
Telephone:	(260)665-4856
Department:	Athletics
Office Location:	Hershey 203B

Men's ACHA D3 Hockey Laundry

Athletics

Job Summary

Laundry of practice/competition gear.

Duties and Responsibilities

Laundry of practice/competition gear.

Qualifications Needed

None.

Other Details

Dates of Employment:	8/19/2024 to 3/31/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Chris Garrity
Email:	cpgarrity17@trine.edu
Telephone:	(260)665-4286
Department:	Athletics
Office Location:	Ice Arena office suite

Sports Information Director Assistant

Athletics

Job Summary

Aid the SID in working athletic events.

Duties and Responsibilities

Students will assist in all aspects of sports information including keeping stats, operating scoreboards, keeping official books, taking photos, writing game recaps, assisting in the creation of social media and video content, and announcing.

Qualifications Needed

Able to work nights/weekends including some holidays. Flexible schedule & punctual/show up on time. General computer knowledge required. Willing & open to learning new sports. Prior knowledge of sports & their key rules & statistics is helpful.

Other Details

Dates of Employment:	8/12/2024 to 5/17/2025	Weekly Hours per position:	10
# of Positions:	18	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Nick Duffy
Email:	duffyn@trine.edu
Telephone:	(260)665-4446
Department:	Athletics
Office Location:	Hershey 309A

Men's Volleyball Student Assistant

Athletics

Job Summary

Laundry, Stats, Practice Coach, other duties assigned by head coach. Non-traditional season mid-Oct to mid-Nov. Traditional season Jan-Apr.

Duties and Responsibilities

Team laundry, assisting head and assistant coaches in assigned tasks, stat practices, and film review at practices.

Qualifications Needed

Knowledge of the game of volleyball.

Other Details

Dates of Employment:	10/14/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Will Dowdy
Email:	dowdyw@trine.edu
Telephone:	(260)665-4367
Department:	Athletics
Office Location:	Hershey 127

Women's Lacrosse Clerical/Laundry

Athletics

Job Summary

Daily clerical duties with laundry during short fall season and full spring season.

Duties and Responsibilities

Assist coach with copying, filing, computer data, and other duties as needed. Wash, dry, and hang all of the team's laundry daily.

Qualifications Needed

None.

Other Details

Dates of Employment:	8/12/2024 to 5/2/2025	Weekly Hours per position:	10
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor: Kevin Cooke
Email: cookek@trine.edu
Telephone: (260)665-4463
Department: Athletics
Office Location: Hershey 114

Esports arena assistant

Esports

Job Summary

Help with the operation of the new Esports arena during events and guests' visits.

Duties and Responsibilities

Students will help operating the streaming studio, commentating booth and computers in the new Esports arena. Those duties will be held during events and guests' visits to make sure the arena is always operational.

Qualifications Needed

Knowledge of computers

Other Details

Dates of Employment:	8/19/2024 to 5/3/2025	Weekly Hours per position:	6
# of Positions:	4	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor:	Jeremy Goossens
Email:	goossensj@trine.edu
Telephone:	(317)502-6445
Department:	Esports
Office Location:	Best 201A

Women's Soccer Laundry

Athletics

Job Summary

Laundry of practice/competition gear.

Duties and Responsibilities

2 hrs daily/6 days. Laundry of practice/competition gear, Aug 15-Dec 10, 2024.

Also, 2 hrs/week for spring non-traditional season, Feb 28-Apr 30, 2025.

Qualifications Needed

None.

Other Details

Dates of Employment:	8/12/2024 to 5/2/2025	Weekly Hours per position:	12
# of Positions:	1	Pay Rate:	\$8/Hour

If interested, please contact:

Supervisor: Gary Boughton
Email: boughtong@trine.edu
Telephone: (260)665-4841
Department: Athletics
Office Location: Hershey Hall 308

Family Literacy Assistant

Steuben Literacy Coalition

Job Summary

To assist with various Steuben County Literacy Coalition Programs.

Duties and Responsibilities

To provide support to seasonal staff. The objective is to facilitate early learning, school success, & ensure learning gains as documented by standardized assessments. The position will provide tutoring support.

Qualifications Needed

Strong organizational & communication skills required with knowledge of educational best practices, minimum of 2 year college and experience with children is a plus.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	13
# of Positions:	2	Pay Rate:	\$15/Hour

If interested, please contact:

Supervisor:	Amber Farnham
Email:	amber@steubenliteracy.org
Telephone:	(260)665-1414
Department:	Steuben Literacy Coalition
Office Location:	Steuben Literacy Coalition

Elementary School Math & English

Steuben Literacy Coalition

Job Summary

To assist with various Steuben County Literacy Coalition Programs.

Duties and Responsibilities

To provide support to seasonal staff. The objective is to facilitate early learning, school success, & ensure learning gains as documented by standardized assessments. The position will provide tutoring support.

Qualifications Needed

Strong organizational & communication skills required with knowledge of educational best practices, minimum of 2 year college and experience with children is a plus.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	13
# of Positions:		Pay Rate:	\$15/Hour

If interested, please contact:

Supervisor:	Amber Farnham
Email:	amber@steubenliteracy.org
Telephone:	(260)665-1414
Department:	Steuben Literacy Coalition
Office Location:	Steuben Literacy Coalition

Middle School Math Tutor

Steuben Literacy Coalition

Job Summary

To assist with various Steuben County Literacy Coalition Programs.

Duties and Responsibilities

To provide support to seasonal staff. The objective is to facilitate early learning, school success, & ensure learning gains as documented by standardized assessments. The position will provide tutoring support.

Qualifications Needed

Strong organizational & communication skills required with knowledge of educational best practices, minimum of 2 year college and experience with children is a plus.

Other Details

Dates of Employment:	8/19/2024 to 5/2/2025	Weekly Hours per position:	13
# of Positions:		Pay Rate:	\$15/Hour

If interested, please contact:

Supervisor:	Amber Farnham
Email:	amber@steubenliteracy.org
Telephone:	(260)665-1414
Department:	Steuben Literacy Coalition
Office Location:	Steuben Literacy Coalition