

Peer Mentor

Student Services

Job Summary

Provide assistance and direction to students experiencing academic and/or personal challenges, introduce students to Trine University resources, provide support and resources to help students adjust academically and socially to the campus community

Duties and Responsibilities

Maintain weekly contact with 1-2 mentee(s), send weekly summaries to supervisor, serve as a role model for students, attend and participate in trainings and meetings, assist with health and wellness-related events on campus

Qualifications Needed

Has attended Trine for 2 years, full-time student, minimum 2.5 cumulative GPA, has lived on campus for at least 1 year (preferred, not required), can commit for at least 1 year, can work 1-5 hours per week, is accepting/respectful of student identities

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|---|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 3 |
| # of Students: | 8 | per student: | |

If interested, please contact:

| | |
|-------------------------|---------------------------------|
| Supervisor: | Jessica Taylor |
| Email: | taylorj@trine.edu |
| Telephone: | (260)665-4947 |
| Department: | Student Services |
| Office Location: | UC - Office of Student Services |

Communications Assistant

Marketing

Job Summary

Assist with functions in the Office of University Marketing and Communications while providing students with practical, hands-on communication experience.

Duties and Responsibilities

Writing stories as assigned, organizing photos, assisting with photo and video shoots.

Qualifications Needed

Strong writing skills and grammar.

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|---|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 6 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

Assistant Advancement Staff

Alumni and Development

Job Summary

Data entry, special event preparation and assist with any other project or task within our office routine

Duties and Responsibilities

Data entry, special event preparation and assist with any other project or task within our office routine

Qualifications Needed

Proficient in Office Suite (excel, power point, access, word) Confidentiality is very important. Assisting in special events and attending the event in a working capacity, such as Homecoming, Gala. Mailings and general office duties.

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/4/2024 | Weekly Hours | 10 |
| # of Students: | 2 | per student: | |

If interested, please contact:

| | |
|-------------------------|------------------------|
| Supervisor: | Christine Miller |
| Email: | millerc1@trine.edu |
| Telephone: | (260)665-4114 |
| Department: | Alumni and Development |
| Office Location: | Advancement |

Fleet vehicle detailer

Campus Operations

Job Summary

Help maintain fleet cars and vans

Duties and Responsibilities

Clean and maintain Trine's fleet of cars and vans. Including vacuuming, washing windows and wiping down all interior surfaces.

Qualifications Needed

None

Other Details

| | | | |
|-----------------------------|----------------------|---------------------|----|
| Dates of Employment: | 8/7/2023 to 5/3/2024 | Weekly Hours | 20 |
| # of Students: | 2 | per student: | |

If interested, please contact:

| | |
|-------------------------|-------------------|
| Supervisor: | Rod Olson |
| Email: | olsonr@trine.edu |
| Telephone: | (260)665-4299 |
| Department: | Campus Operations |
| Office Location: | Campus Operations |

Office assistant

Campus Operations

Job Summary

Perform duties necessary to run an efficient University operations office, service call center and; fleet reservation center

Duties and Responsibilities

Provide customer service focused correspondences to staff, faculty, students, community and vendors. Answer phones and emails in a timely manner and data entry

Qualifications Needed

No experience needed

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 20 |
| # of Students: | 4 | per student: | |

If interested, please contact:

| | |
|-------------------------|-------------------|
| Supervisor: | Rod Olson |
| Email: | Olsonr@trine.edu |
| Telephone: | (260)665-4299 |
| Department: | Campus Operations |
| Office Location: | Campus Operations |

Campus Safety Work Study

Campus Safety

Job Summary

To assist Campus Safety

Duties and Responsibilities

To assist Campus Safety with taking calls, logging information, monitoring cameras, and performing any additional duties designated by the Director or Associate Director.

Qualifications Needed

N/A

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/1/2024 | Weekly Hours | 10 |
| # of Students: | 4 | per student: | |

If interested, please contact:

| | |
|-------------------------|--|
| Supervisor: | Stu Hamblen |
| Email: | hamblens@trine.edu |
| Telephone: | (260)665-4543 |
| Department: | Campus Safety |
| Office Location: | University Center- Offices of Student Services |

Event Assistant

Event Services

Job Summary

To assist with Set up and Tear down of events across campus

Duties and Responsibilities

Setup, Teardown and execution of events on campus. Basic Customer service to campus. Assist in office with emails and phone calls. Event inventory organization.

Qualifications Needed

Able to lift 50lbs. Basic customer service and computer skills. Ability to multi-task and work unsupervised at night.

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/18/2023 to 5/6/2024 | Weekly Hours | 10 |
| # of Students: | 6 | per student: | |

If interested, please contact:

| | |
|-------------------------|--------------------|
| Supervisor: | Chuck Stommel |
| Email: | StommelC@trine.edu |
| Telephone: | (260)665-4441 |
| Department: | Event Services |
| Office Location: | Capri 111A |

Trine Ticket Office assistant

Audio Video

Job Summary

To assist with all tasks related to Furth concerts and University events with ticket sales, customer service and hospitality.

Duties and Responsibilities

Use the Trine Ticketing program (AudienceView) to sell tickets, create reports and events.

Sell tickets/provide customer assistance for Furth concerts and other University events that require tickets. Assist with Hospitality for Furth

Qualifications Needed

Ability to compute basic math. Lift 25lbs. Basic computer and customer service skills a necessity

Other Details

| | | | |
|-----------------------------|----------------------|---------------------|----|
| Dates of Employment: | 8/4/2023 to 5/6/2024 | Weekly Hours | 10 |
| # of Students: | 2 | per student: | |

If interested, please contact:

| | |
|-------------------------|-------------------|
| Supervisor: | Jennifer M LaRose |
| Email: | larosej@trine.edu |
| Telephone: | (260)665-4201 |
| Department: | Audio Video |
| Office Location: | Capri 111B |

AV Assistant

Audio Video

Job Summary

To Assist the AV department with set up and running events in need of Audio/video support

Duties and Responsibilities

To set up and run AV events in University theaters and event spaces. Provide AV support for on campus student events including athletic events.

Create playlists and play music in misc. University locations. Provide lighting and video support when needed.

Qualifications Needed

Agility to lift 50lbs. Basic customer service and math skills. Knowledge of PowerPoint/Canva a bonus. Basic AV knowledge

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/11/2023 to 5/6/2024 | Weekly Hours | 10 |
| # of Students: | 4 | per student: | |

If interested, please contact:

| | |
|-------------------------|------------------------|
| Supervisor: | Seth Pendergrass |
| Email: | pendergrasss@trine.edu |
| Telephone: | (260)665-4217 |
| Department: | Audio Video |
| Office Location: | UC Fabiani Theater |

Security Student Intern

Computer Center/IT

Job Summary

Help with Back office duties as well as information security duties.

Duties and Responsibilities

Account creation, phishing alerts, security tickets.

Qualifications Needed

none

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/6/2024 | Weekly Hours | 10 |
| # of Students: | 1 | per student: | |

If interested, please contact:

| | |
|-------------------------|--------------------|
| Supervisor: | Tom Frees |
| Email: | freeset@trine.edu |
| Telephone: | (260)665-4421 |
| Department: | Computer Center/IT |
| Office Location: | Best Hall |

Student Assistant

Ice

Job Summary

To help run stores during games, and open skates.

Duties and Responsibilities

Run cash registers during games and open skates.

Qualifications Needed

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

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/27/2023 to 5/1/2024 | Weekly Hours | 10 |
| # of Students: | 20 | per student: | |

If interested, please contact:

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

Assistant - Dean of Engineering

Dean of Engineering

Job Summary

- To perform tasks as deemed necessary by Dean of Engineering.

Duties and Responsibilities

- To perform tasks as deemed necessary by Dean of Engineering.

Qualifications Needed

- Student must maintain Satisfactory Academic Progress (SAP) as outlined in the SAP Policy in the Student Handbook.
- Ability to complete all requested work in a timely and conscientious manner. It is expected that the department assistant will set aside

Other Details

Dates of Employment: 8/21/2023 to 5/3/2024 **Weekly Hours** 10
of Students: 1 **per student:**

If interested, please contact:

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

Grader

Dean of Engineering

Job Summary

- To grade problem sets following instructor's guidelines.
- Pick up ungraded homework sets, grade, alphabetize, and return before next class period.
- Homework is to be graded in a professional, timely and consistent manner.
- Communicate with professor.

Duties and Responsibilities

- To grade problem sets following instructor's guidelines.
- Pick up ungraded homework sets, grade, alphabetize, and return before next class period.
- Homework is to be graded in a professional, timely and consistent manner.
- Communicate with professor.

Qualifications Needed

- Student must be eligible for Student Worker Employment and complete all necessary eligibility requirements.
- Student must maintain Satisfactory Academic Progress (SAP) as outlined in the SAP Policy in the Student Handbook.

Other Details

Dates of Employment: 8/21/2023 to 5/3/2024 **Weekly Hours** 10
of Students: 1 **per student:**

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: | 8/21/2023 to 5/3/2024 | Weekly Hours | 8 |
| # of Students: | 2 | per student: | |

If interested, please contact:

| | |
|-------------------------|----------------------|
| Supervisor: | Jeffrey Raymond |
| Email: | raymondj@trine.edu |
| Telephone: | (260)665-4225 |
| 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.

Other Details

Dates of Employment: 8/21/2023 to 5/3/2024 **Weekly Hours** 10
of Students: 1 **per student:**

If interested, please contact:

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

CEE Lab Space Assistant

Civil Engineering

Job Summary

- Keep the CEE labs clean and organized.
- Clean countertops, sweep and mop floor.
- Clean machines.
- Organize tools in cabinets and drawers.
- Other responsibilities as defined by the Department Chair.

Duties and Responsibilities

- Keep the CEE labs clean and organized.
- Clean countertops, sweep and mop floor.
- Clean machines.
- Organize tools in cabinets and drawers.
- Other responsibilities as defined by the Department Chair.

Qualifications Needed

- Civil and Environmental Engineering student.
- Student must be eligible for Student Worker Employment and complete all necessary eligibility requirements.
- Student must maintain Satisfactory Academic Progress (SAP) as outlined in the SAP Policy.

Other Details

Dates of Employment: 8/21/2023 to 5/3/2024 **Weekly Hours** 10
of Students: 1 **per student:**

If interested, please contact:

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

Department Student 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

- Student must maintain Satisfactory Academic Progress (SAP) as outlined in the SAP Policy in the Student Handbook.
- Ability to complete all requested work in a timely and conscientious manner.
- Confidentiality of work assignments is a must.

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 1 | per student: | |

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.
- Homework is to be graded in a professional, timely and consistent manner.
- Communicate with professor on a regular basis providing feedback on assignments.

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.
- Student must maintain Satisfactory Academic Progress (SAP) as outlined in the SAP Policy in the Student Handbook.
- Confidentiality.

Other Details

Dates of Employment: 8/21/2023 to 5/3/2024 **Weekly Hours per student:** 10

of Students: 2

If interested, please contact:

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

CEE Materials Lab Assistant

Civil Engineering

Job Summary

- Responsibilities as defined by faculty.

Duties and Responsibilities

- Responsibilities as defined by faculty.

Qualifications Needed

- Civil and Environmental Engineering student.
- Student must be eligible for Student Worker Employment and complete all necessary eligibility requirements.
- Student must maintain Satisfactory Academic Progress (SAP) as outlined in SAP policy.

Other Details

Dates of Employment: 8/21/2023 to 5/3/2024 **Weekly Hours** 10
of Students: 1 **per student:**

If interested, please contact:

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

CE 2003 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.
- Student must maintain SAP.

Other Details

Dates of Employment: 8/21/2023 to 5/3/2024 **Weekly Hours** 10
of Students: 1 **per student:**

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: | 8/21/2023 to 5/4/2024 | Weekly Hours | 10 |
| # of Students: | 8 | per student: | |

If interested, please contact:

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

Lab Assistant

Engineering and Technology

Job Summary

The lab assistant assists faculty with organizing labs and maintaining the safety aspects in each lab. They assist with inventory, small machine repair, and are trained to run the 3D printers to assist and work with our students who are utilizing the labs

Duties and Responsibilities

The lab assistant assists faculty with organizing labs and maintaining the safety aspects in each lab. They assist with inventory, small machine repair, and are trained to run the 3D printers to assist and work with our students who are utilizing the labs

Qualifications Needed

DET Student of any grade level

Other Details

| | | | |
|-----------------------------|----------------------|---------------------|----|
| Dates of Employment: | 8/7/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 4 | per student: | |

If interested, please contact:

| | |
|-------------------------|----------------------------|
| Supervisor: | Richard (Tom) Trusty |
| Email: | trustyt@trine.edu |
| Telephone: | (260)665-4266 |
| Department: | Engineering and Technology |
| Office Location: | Bock Center 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: 8/21/2023 to 5/3/2024 **Weekly Hours** 10
of Students: 12 **per student:**

If interested, please contact:

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

Makerspace Attendant (MILL Mechanic)

Innovation One

Job Summary

You will be responsible for manning the new Makerspace and letting the proper people know if equipment needs repaired or consumables need ordered. You will also need to make sure the space stays neat and organized.

Duties and Responsibilities

- Maintaining equipment
- Customer service to students and staff
- Tracking consumables
- Keeping the area clean and organized

Qualifications Needed

Outgoing, Friendly, Organized, Willing to Learn

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 4/26/2024 | Weekly Hours | 20 |
| # of Students: | 10 | per student: | |

If interested, please contact:

| | |
|-------------------------|------------------|
| Supervisor: | Jason Blume |
| Email: | blumej@trine.edu |
| Telephone: | (260)665-4265 |
| Department: | Innovation One |
| Office Location: | Bock |

Digital/Social Media Assistant

Franks School of Education

Job Summary

To help promote the Franks School of Education through social media posts and student events.

Duties and Responsibilities

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 social media platforms.

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|----|
| Dates of Employment: | 8/28/2023 to 4/26/2024 | Weekly Hours | 10 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

Office Assistant

Franks School of Education

Job Summary

Assist faculty and staff with general office duties and special projects.

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 as well as Google applications.

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|----|
| Dates of Employment: | 8/28/2023 to 4/26/2024 | Weekly Hours | 10 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

Golf Lab Attendant

Dean School of Business

Job Summary

Helping keep the golf lab in working order and staffing when there are guests and reservations.

Duties and Responsibilities

Updating Trackman software, staffing the lab when needed, cleaning lab, and assisting with events.

Qualifications Needed

Availability for evenings and weekends, tech savvy.

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/28/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 2 | per student: | |

If interested, please contact:

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

KSB Marketing Intern

Dean School of Business

Job Summary

Listing P2 events, maintaining KSB newsletter, creating promotional materials, collating information for visit days and individual visits.

Duties and Responsibilities

Creating visit folders, flyers, P2 promotions, and other information. Will also be doing some video editing.

Qualifications Needed

Some marketing acumen, tech savvy, problem-solver.

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/28/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 2 | per student: | |

If interested, please contact:

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

Accessibility Assistant

Academic Support Services

Job Summary

To assist the Director of Accessibility Services

Duties and Responsibilities

lab assistants, help with mobility around campus, test delivery

Qualifications Needed

will train

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 3 | per student: | |

If interested, please contact:

| | |
|-------------------------|---------------------------|
| Supervisor: | Nicole Kibiloski |
| Email: | kibiloskin@trine.edu |
| Telephone: | (260)665-4590 |
| Department: | Academic Support Services |
| Office Location: | Link 227 |

CSIT Lab Technician

Computer Science and Information Technology

Job Summary

To help prepare, maintain, and service our CSIT labs and their equipment. These students will also help with any clerical duties I may have.

Duties and Responsibilities

To help prepare, maintain, and service our CSIT labs and their equipment. These students will also help with any clerical duties I may have. These students will also help with any Extended Reality Lab tours and setting up for these events.

Qualifications Needed

To be a student of the CSIT Department studying CSIT or XR.

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|----------|
| Dates of Employment: | 8/14/2023 to 5/11/2024 | Weekly Hours | 8 |
| # of Students: | 4 | per student: | |

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 |

Chemistry Lab Student Worker

Science

Job Summary

To prep solutions; set out lab supplies and perform additional tasks for CH104 and CH114 lab sections. Also performs lab housekeeping and other duties when needed.

Duties and Responsibilities

Prep chemical solutions for CH104/114 labs and others when requested. Set out and cleanup labs each week. Wash lab glassware and maintain inventory/supplies when needed.

Qualifications Needed

CH104/L or CH155/L prerequisite. Health science or engineering related major. Follows lab dress code and has completed Lab Safety Training Video/Quiz. Works safely and efficiently to perform duties accurately in a timely manner.

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|---|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 8 |
| # of Students: | 3 | per student: | |

If interested, please contact:

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

Molecular Biology and Genetics Lab Student Worker

Science

Job Summary

Assist Dr. Park in various lab preparations for molecular biology and genetics lab work. Wash glassware and maintain a clean workspace. May assist with other biology tasks when needed.

Duties and Responsibilities

Works alongside Dr. Park to prepare for upper level biology courses including molecular biology and genetics. May operate lab equipment. Can assist with other biology lab prep when needed.

Qualifications Needed

BIO114 and lab. Dr. Park sets additional requirements when needed. Specific training given by Dr. Park where applicable. Lab safety training and biohazard safety training.

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

Anatomy Open Lab Student Worker

Science

Job Summary

Supervises anatomy Open Lab sessions in evenings for students to use Anatomage table and anatomy models for study. Keeps anatomy model room organized and may occasionally assist with Rinker Ross student visit days.

Duties and Responsibilities

Supervises anatomy Open Lab sessions; obtains anatomy models from storeroom when students request them for study; can assist with technical troubleshooting of Anatomage table. Keeps anatomy storage room organized and clean.

Qualifications Needed

Preferred BIO154 and Lab as prerequisite. Rinker Ross students given preference. Responsible and reliable. Position often offered by professor; often on recommendation of previous Open Lab student worker.

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

Microbiology Lab Student Worker

Science

Job Summary

Prepares biological plates, cultures and other materials for microbiology labs. Autoclaves biohazardous material and washes glassware to biological standards.

Duties and Responsibilities

Works under supervision of lab manager and/or lab faculty to prepare microbiology lab material. May assist with BIO114 yeast labs preparation when needed.

Qualifications Needed

BIO114 and lab required. Often hired at recommendation of biology faculty. Able to successfully complete tasks without supervision. Completed Lab/Biohazard Safety Training.

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 2 | per student: | |

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

Prepares lab supplies and materials for BIO114 and BIO124 labs. Performs lab housekeeping and additional lab duties where needed.

Duties and Responsibilities

Prepare biological plates, set out and organize microscope slides, wash lab glassware and other lab tasks. Coordinates with lab manager and/or lab instructor to meet prep deadlines in timely fashion.

Qualifications Needed

BIO114 and lab prerequisite. Lab Safety Training Completion. Follows lab dress code and safety regulations.

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

Writing Center Tutor

Writing Center

Job Summary

To aid clients with any step of the Writing Process and perform various administrative and event planning duties for the Writing Center.

Duties and Responsibilities

Aiding clients with the writing process or executive functioning skills, performing administrative duties, mentoring new tutors, maintaining social media, updating resources, staying updated on writing procedures, other duties as requested by director.

Qualifications Needed

Clear communication skills, good writing skills, ability to work with a variety of clients; reference from Faculty of writing-focused course preferred.

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|---|
| Dates of Employment: | 8/28/2023 to 4/26/2024 | Weekly Hours | 7 |
| # of Students: | 10 | per student: | |

If interested, please contact:

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

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 and; Dept. of Science. Annual events in RRSOHS set-up and assisting.

Qualifications Needed

Go-getter. Good organizational and computer skills; interested in assisting with a large event; 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: | 8/28/2023 to 4/26/2024 | Weekly Hours per student: | 6 |
| # of Students: | 1 | | |

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 148 |

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: 8/21/2023 to 5/4/2024 **Weekly Hours** 10
per student:

of Students: 2

If interested, please contact:

Supervisor: Rae Henderson

Email: hendersonr@trine.edu

Telephone: (260)665-4128

Department: Registrar

Office Location: 131 Forman Hall

Student Mailroom Assistant

Student Services- Mailroom

Job Summary

Assist with receiving and delivery of all mail.

Duties and Responsibilities

Sort, distribute, forward, and prepare outgoing mail. Utilize tracking software (QTRAK) to maintain an accurate record of incoming and outgoing packages. Process all mail and distribute packages to students. Assist with other assigned duties.

Qualifications Needed

Strong communication and customer service skills. Ability to work independently with high level of attention to detail, organizational skills, and commitment to working as a team. Must be able to lift up to 40 lbs and stand for long periods of time.

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 4 | per student: | |

If interested, please contact:

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

Tour Guide

Admission

Job Summary

To assist the admission office with recruitment goals by providing tours to prospective students and their families.

Duties and Responsibilities

Tour guides conduct tours of Trine's campus to visiting students and their families and reach out to students following their tour. They will walk visiting families to and from appointments as needed, as well as other duties as assigned.

Qualifications Needed

Tour guides must be outgoing, friendly, and be knowledgeable of Trine's campus and about Trine in general.

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|----|
| Dates of Employment: | 8/14/2023 to 5/10/2024 | Weekly Hours | 10 |
| # of Students: | 20 | per student: | |

If interested, please contact:

| | |
|-------------------------|--------------------|
| Supervisor: | Hailey Dykstra |
| Email: | dykstrah@trine.edu |
| Telephone: | (260)665-4424 |
| Department: | Admission |
| Office Location: | Forman Hall |

Group Visit Assistant

Admission

Job Summary

Students help facilitate and guide group visits to campus in hopes that some of the students will decide to enroll at Trine.

Duties and Responsibilities

Students main tasks include: scheduling middle and high school group visits to campus, facilitating group visit sessions, helping students move from class session to session, serve on student panels, and other tasks as assigned.

Qualifications Needed

Attention to detail, time management, ability to effectively communicate orally and through the written word, ability remain focused during repetitive tasks, team player, affinity for Trine University, classroom management skills

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|---|
| Dates of Employment: | 8/21/2023 to 5/4/2024 | Weekly Hours | 8 |
| # of Students: | 6 | per student: | |

If interested, please contact:

| | |
|-------------------------|---------------------|
| Supervisor: | Travis Adkins |
| Email: | tadkins18@trine.edu |
| Telephone: | (260)665-4655 |
| Department: | Admission |
| Office Location: | Forman Hall |

Admission Ambassador

Admission

Job Summary

The admission ambassador will help the office of admission meet recruitment goals by assisting with campus visit days and giving tours of campus to prospective students.

Duties and Responsibilities

The admission ambassador will work preview days and storm Saturdays to conduct tours and other duties as assigned. They will also provide tours to prospective students throughout the week and reach out to students following those tours.

Qualifications Needed

Admission Ambassadors must be organized, outgoing, friendly, and knowledgeable about Trine.

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/10/2024 | Weekly Hours | 10 |
| # of Students: | 5 | per student: | |

If interested, please contact:

| | |
|-------------------------|--------------------|
| Supervisor: | Hailey Dykstra |
| Email: | dykstrah@trine.edu |
| Telephone: | (260)665-4424 |
| Department: | Admission |
| Office Location: | Forman Hall |

Tele-Counselor

Admission

Job Summary

To contact prospective high school students and encourage visits and applications. Also to pre-award scholarships further encouraging application. Being the Voice of Trine!

Duties and Responsibilities

Contact prospective students and encourage visit to Trine. Answering questions and presenting their own personal Trine experience.

Qualifications Needed

Friendly voice, positive attitude and ability to take rejection.

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/10/2024 | Weekly Hours | 10 |
| # of Students: | 20 | per student: | |

If interested, please contact:

| | |
|-------------------------|-----------------|
| Supervisor: | Cheri Long |
| Email: | clong@trine.edu |
| Telephone: | (260)665-4689 |
| Department: | Admission |
| Office Location: | Foreman Hall |

Office Assistant

Admission

Job Summary

Students help with the behind-the-scenes tasks in recruiting the incoming class

Duties and Responsibilities

Students main tasks include: walking students and families to appointments on campus, filing, creating and distributing mailers to prospective students, assisting with inventory management, and other tasks as assigned.

Qualifications Needed

Attention to detail, time management, ability to effectively communicate orally and through the written word, ability remain focused during repetitive tasks, team player, affinity for Trine University

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/4/2023 | Weekly Hours | 10 |
| # of Students: | 10 | per student: | |

If interested, please contact:

| | |
|-------------------------|---------------------|
| Supervisor: | Travis Adkins |
| Email: | tadkins18@trine.edu |
| Telephone: | (260)665-4655 |
| Department: | Admission |
| Office Location: | Forman Hall |

Office Assistant

Student Success Retention

Job Summary

Clerical

Duties and Responsibilities

Clerical

Qualifications Needed

Will train

Other Details

Dates of Employment: 8/21/2023 to 5/4/2024 **Weekly Hours** 10
per student:

of Students: 1

If interested, please contact:

Supervisor: Deb McHenry

Email: mchenryd@trine.edu

Telephone: (260)665-4509

Department: Student Success Retention

Office Location: UC Link

Student Activities Coordinator

Student Success and Engagement

Job Summary

To assist with Student Activities

Duties and Responsibilities

To assist with student activities and intramural sports

Qualifications Needed

They will have to work weekends and nights

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/4/2024 | Weekly Hours | 10 |
| # of Students: | 2 | per student: | |

If interested, please contact:

| | |
|-------------------------|--------------------------------|
| Supervisor: | David Cox |
| Email: | dlcox15@trine.edu |
| Telephone: | (260)665-4173 |
| Department: | Student Success and Engagement |
| Office Location: | UC Link |

Student Leadership and; Student Government Office

Student Success Retention

Job Summary

To assist the Assistant Director of Student Leadership with service/leadership initiatives, planning and execution of programming and projects. Also to assist in the daily operations of the Student Government Office.

Duties and Responsibilities

Update campus flyer boards

Maintain the Student Government bulletin board

File and organization Student Leadership and Student Government documents or spaces

Be visible and helpful to students at the front desk of the Student Leadership and; SGA Office

Qualifications Needed

Excellent customer service skills

Knowledge of campus life and services available to Trine students

Other Details

| | | | |
|-----------------------------|---------------------------|--------------------------------------|----|
| Dates of Employment: | 8/28/2023 to 4/30/2024 | Weekly Hours per student: | 10 |
|-----------------------------|---------------------------|--------------------------------------|----|

| | |
|-----------------------|---|
| # of Students: | 8 |
|-----------------------|---|

If interested, please contact:

Supervisor: Blake Grosse

Email: bcgrosse17@trine.edu

Telephone: (260)665-4147

Department: Student Success Retention

Office Location: LINK 125

Study Session Leader

Student Success Retention

Job Summary

Provide peer tutoring to small groups of students.

Duties and Responsibilities

Work as a study session leader at a scheduled time each week. Complete daily reports. Encourage good study habits in students who seek help. Assist professors as requested.

Qualifications Needed

Study session leaders need to have completed one semester at Trine University and earned a cumulative GPA of 3.00 or greater. Each study session leader needs to provide a recommendation from a professor who teaches the course that he/she intends to lead.

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|---|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 6 |
| # of Students: | 10 | per student: | |

If interested, please contact:

| | |
|-------------------------|---------------------------|
| Supervisor: | Jeremy Howard |
| Email: | howardj@trine.edu |
| Telephone: | (260)665-4946 |
| Department: | Student Success Retention |
| Office Location: | LINK 127 |

Intramural Referee

Student Success and Engagement- Intramurals

Job Summary

To be a ref for the intramural sports hosted on campus.

Duties and Responsibilities

Oversee and referee intramural sports throughout the academic year.

Qualifications Needed

Work study eligible

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|----|
| Dates of Employment: | 8/24/2023 to 4/26/2024 | Weekly Hours | 10 |
| # of Students: | 9 | per student: | |

If interested, please contact:

| | |
|-------------------------|--|
| Supervisor: | David Cox |
| Email: | dlcox15@trine.edu |
| Telephone: | (260)665-4173 |
| Department: | Student Success and Engagement- Intramurals |
| Office Location: | Link First Floor |

Intramural Coordinator

Student Success and Engagement- Intramurals

Job Summary

Oversee all of the intramurals on campus, along with scheduling refs, and day to day maintenance for the leagues.

Duties and Responsibilities

Be in control of all the intramurals on campus. Schedule ref's and carry out any duties needed for the intramurals to run well. They will report to David Cox for any issues but will be running intramurals themselves.

Qualifications Needed

Work Study Eligible and history working with intramurals

Other Details

| | | | |
|-----------------------------|---------------------------|--------------------------------------|----|
| Dates of Employment: | 8/24/2023 to 4/26/2024 | Weekly Hours per student: | 10 |
| # of Students: | 1 | | |

If interested, please contact:

| | |
|-------------------------|--|
| Supervisor: | David Cox |
| Email: | dlcox15@trine.edu |
| Telephone: | (260)665-4173 |
| Department: | Student Success and Engagement- Intramurals |
| Office Location: | Link First Floor |

Career Center Marketing Assistant

Career Services

Job Summary

Assist the Career Center in marketing and hosting all events during the academic year.

Duties and Responsibilities

Design Marketing Flyers

Research Employers

Host Events

Qualifications Needed

Organized

Creative

Outgoing

Willing to Learn

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 4/26/2024 | Weekly Hours | 10 |
|-----------------------------|---------------------------|---------------------|----|

per student:

| | |
|-----------------------|---|
| # of Students: | 3 |
|-----------------------|---|

If interested, please contact:

| | |
|-------------------------|------------------|
| Supervisor: | Jason Blume |
| Email: | blumej@trine.edu |
| Telephone: | (260)665-4265 |
| Department: | Career Services |
| Office Location: | Career Center UC |

Front Office Assistant

Financial Aid

Job Summary

To assist the financial aid office staff in the completion of daily tasks.

Duties and Responsibilities

Complete daily tasks and projects assigned to them by the financial aid staff. Helping students and families with questions about their financial aid.

Qualifications Needed

Attention to detail, good work ethic, friendly helping personality

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/18/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 8 | per student: | |

If interested, please contact:

| | |
|-------------------------|--------------------|
| Supervisor: | Kyle Aldrich |
| Email: | aldrichk@trine.edu |
| Telephone: | (260)665-4456 |
| Department: | Financial Aid |
| Office Location: | Forman Hall |

Student Service Office/ Housing Assistant

Student Services- Housing

Job Summary

To assist the Director of Housing/ Res Life

Duties and Responsibilities

Assist in a variety of Housing Department administrative responsibilities. Filing and information organization, verify keys, organizing housing condition reports, assist with compiling housing reports and housing assignments, and maintaining housing dutie

Qualifications Needed

Must be competent in Excel and have a good working knowledge of Microsoft Word and Power Point. Ability to multitask, work individually and as a team. Honest, trustworthy, responsible. Must be able to keep information confidential and will be required to

Other Details

| | | | |
|-----------------------------|---------------------------|--------------------------------------|----|
| Dates of Employment: | 8/28/2023 to 5/13/2024 | Weekly Hours per student: | 10 |
| # of Students: | 3 | | |

If interested, please contact:

| | |
|-------------------------|---------------------------|
| Supervisor: | John Roop |
| Email: | jproop18@trine.edu |
| Telephone: | (260)665-4905 |
| Department: | Student Services- Housing |
| Office Location: | Student Service |

Athletic Events Intern

Game Operations

Job Summary

To assist the Associate Athletic Director in planning and executing events surrounding athletics.

Duties and Responsibilities

Planning, scheduling, and executing events

Qualifications Needed

Business or sports management major or have a history in athletics

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/1/2024 | Weekly Hours | 10 |
| # of Students: | 4 | per student: | |

If interested, please contact:

| | |
|-------------------------|---------------------|
| Supervisor: | Christian Jones |
| Email: | cmjones14@trine.edu |
| Telephone: | (260)665-4344 |
| Department: | Game Operations |
| Office Location: | MTI Center |

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 and; sealing envelopes. Data entry, copying and; scanning

Qualifications Needed

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

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|---|
| Dates of Employment: | 8/21/2023 to 4/26/2024 | Weekly Hours | 6 |
| # of Students: | 2 | per student: | |

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 a plus, but not required. Organizational skills helpful.

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|----------|
| Dates of Employment: | 8/21/2023 to 4/26/2024 | Weekly Hours | 6 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

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, 2023. Also, 2 hrs/week for spring non-traditional season, Feb 28-Apr 30, 2023.

Qualifications Needed

None.

Other Details

| | | | |
|-----------------------------|----------------------|---------------------|----|
| Dates of Employment: | 9/5/2023 to 3/9/2024 | Weekly Hours | 12 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

T-Gear Store Cashier

Athletics

Job Summary

Assist with the operation of the MTI T-Gear store and trailer for game days and; 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: | 8/14/2023 to 4/26/2024 | Weekly Hours | 10 |
| # of Students: | 2 | per student: | |

If interested, please contact:

| | |
|-------------------------|-------------------|
| Supervisor: | Noah Warren |
| Email: | warrenn@trine.edu |
| Telephone: | (260)665-4174 |
| Department: | Athletics |
| Office Location: | MTI Center 214 |

Men's Wrestling Laundry

Athletics

Job Summary

Laundry of uniforms after practices and; competitions.

Duties and Responsibilities

Laundry of uniforms after practices and; competitions.

Qualifications Needed

None

Other Details

Dates of Employment: 8/14/2023 to 4/26/2024 **Weekly Hours per student:** 10

of Students: 1

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 and; disinfect mats prior to daily practices and; before any home competitions.

Duties and Responsibilities

Unroll/disinfect mats prior to daily practices and; before any home competitions.

Possibly only 2 workers needed depending on schedule and; time available for job.

Qualifications Needed

None.

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|---|
| Dates of Employment: | 9/25/2023 to 3/29/2024 | Weekly Hours | 3 |
| # of Students: | 3 | per student: | |

If interested, please contact:

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

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: | 10/2/2023 to 3/31/2024 | Weekly Hours per student: | 10 |
| # of Students: | 1 | | |

If interested, please contact:

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

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: | 8/28/2023 to 3/4/2024 | Weekly Hours | 10 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

Men's Volleyball Student Assistant

Athletics

Job Summary

Laundry, Stats, Practice Coach, other duties assigned by head coach. Non-traditional season Oct 18-Nov19, 2022. Traditional season Jan 8-Apr 30, 2024.

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: | 8/14/2023 to 4/26/2024 | Weekly Hours | 10 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

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 and open to learning new sports. Prior knowledge of sports, their key rules and statistics is helpful

Other Details

| | | | |
|-----------------------------|----------------------------|--------------------------------------|----|
| Dates of Employment: | 10/16/2023 to 4/26/2024 | Weekly Hours per student: | 10 |
| # of Students: | 18 | | |

If interested, please contact:

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

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: 8/14/2023 to 5/3/2024 Weekly Hours 12
per student:

of Students: 1

If interested, please contact:

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

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 and; 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: | 10/2/2023 to 3/31/2024 | Weekly Hours per student: | 10 |
| # of Students: | 4 | | |

If interested, please contact:

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

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: | 8/21/2023 to 5/3/2024 | Weekly Hours | 20 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

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: | 8/7/2023 to 11/30/2024 | Weekly Hours | 20 |
| # of Students: | 3 | per student: | |

If interested, please contact:

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

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: | 8/7/2023 to 11/30/2024 | Weekly Hours per student: | 12 |
| # of Students: | 2 | | |

If interested, please contact:

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

Football Filmer

Athletics

Job Summary

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

Duties and Responsibilities

Film practices and games. Upload film onto our Hudl account.

Qualifications Needed

None.

Other Details

| | | | |
|-----------------------------|----------------------------|---------------------|----|
| Dates of Employment: | 8/14/2023 to 11/17/2024 | Weekly Hours | 20 |
| # of Students: | 3 | per student: | |

If interested, please contact:

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

ARC Monitor

Athletics

Job Summary

Supervise the ARC during community access and student recreation periods.

Duties and Responsibilities

8-10 hours per week. Supervise the ARC during community access and student recreation periods.

Qualifications Needed

None.

Other Details

| | | | |
|-----------------------------|---------------------------|--------------------------------------|----|
| Dates of Employment: | 8/7/2023 to 11/30/2024 | Weekly Hours per student: | 10 |
| # of Students: | 4 | | |

If interested, please contact:

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

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: 8/21/2023 to 5/3/2024 Weekly Hours 10
per student:

of Students: 1

If interested, please contact:

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

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 and; mid-Jan thru early May. Daily laundry duties for practice and game gear.

Qualifications Needed

None.

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 4/1/2024 | Weekly Hours | 10 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

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: | 8/14/2023 to 4/26/2024 | Weekly Hours | 10 |
| # of Students: | 5 | per student: | |

If interested, please contact:

| | |
|-------------------------|---------------------|
| Supervisor: | Greg Perschke |
| Email: | perschkeg@trine.edu |
| Telephone: | (260)665-4135 |
| Department: | Athletics |
| Office Location: | Hershey 203E |

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: | 1/15/2024 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

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: | 8/21/2023 to 4/1/2024 | Weekly Hours | 10 |
| # of Students: | 2 | per student: | |

If interested, please contact:

| | |
|-------------------------|---------------------|
| Supervisor: | Ginny Hamilton |
| Email: | hamiltong@trine.edu |
| Telephone: | (260)665-4141 |
| Department: | Athletics |
| Office Location: | MTI Center 216 |

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: | 8/21/2023 to 5/3/2024 | Weekly Hours | 8 |
| # of Students: | 2 | per student: | |

If interested, please contact:

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

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: | 9/5/2023 to 3/11/2024 | Weekly Hours | 10 |
| # of Students: | 2 | per student: | |

If interested, please contact:

| | |
|-------------------------|--|
| Supervisor: | Kyle Lindsay |
| Email: | lindsayk@trine.edu |
| Telephone: | (260)665-4643 |
| Department: | Athletics |
| Office Location: | MTI Center 212 |

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: | 8/21/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

Racquet Stringer

Athletics

Job Summary

String tennis racquets.

Duties and Responsibilities

String racquets as needed during fall and; spring seasons.

Qualifications Needed

Able to use racquet stringer machine.

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|---|
| Dates of Employment: | 8/14/2023 to 4/30/2024 | Weekly Hours | 7 |
| # of Students: | 1 | per student: | |

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 and; 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 in-season sport performance program, and; other tasks requested by Football Strength and Conditioning Coach.

Qualifications Needed

None.

Other Details

| | | | |
|-----------------------------|----------------------|---------------------|----|
| Dates of Employment: | 8/7/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

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: | 8/7/2023 to 11/30/2024 | Weekly Hours per student: | 10 |
| # of Students: | 12 | | |

If interested, please contact:

| | |
|-------------------------|--|
| Supervisor: | Kyle Lindsay |
| Email: | lindsayk@trine.edu |
| Telephone: | (260)665-4643 |
| Department: | Athletics |
| Office Location: | MTI Center 212 |

Track Timer/Computer Support Team (Stats)

Athletics

Job Summary

Operate timing system during all track meets (high school, college, Trine). 2-3 workers.

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: | 8/21/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 3 | per student: | |

If interested, please contact:

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

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: 8/21/2023 to 5/3/2024 **Weekly Hours** 10
of Students: 1 **per student:**

If interested, please contact:

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

Men's Lacrosse Student Manager

Athletics

Job Summary

Assist coach with daily responsibilities during fall practice season and; 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 and; equipment.

Qualifications Needed

None.

Other Details

| | | | |
|-----------------------------|---------------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 3/23/2024 | Weekly Hours | 10 |
| # of Students: | 1 | per student: | |

If interested, please contact:

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

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: 8/14/2023 to 4/26/2024 **Weekly Hours per student:** 10

of Students: 1

If interested, please contact:

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

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: | 8/28/2023 to 4/1/2024 | Weekly Hours | 10 |
| # of Students: | 12 | per student: | |

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

WEAX

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, trust-worthy 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: | 8/21/2023 to 5/3/2024 | Weekly Hours | 10 |
| # of Students: | 6 | per student: | |

If interested, please contact:

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

Family Literacy Assistant

Steuben Literacy

Job Summary

To assist with Various SCLC programs

Duties and Responsibilities

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

Qualifications Needed

Strong organizational and communication skills required with knowledge of educational best practices, minimum of two years of college and experience with children a plus

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 13 |
| # of Students: | 2 | per student: | |

If interested, please contact:

| | |
|-------------------------|---------------------------|
| Supervisor: | Amber Farnham |
| Email: | amber@steubenliteracy.org |
| Telephone: | (260)665-1414 |
| Department: | Steuben Literacy |
| Office Location: | 1208 S. Wayne St. Suite 2 |

Elementary School Math and English

Steuben Literacy

Job Summary

Tutoring Elementary School Students in Math and English

Duties and Responsibilities

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

Qualifications Needed

Strong organizational and communication skills required with knowledge of educational best practices, minimum of two years of college and experience with children a plus

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 13 |
| # of Students: | 8 | per student: | |

If interested, please contact:

| | |
|-------------------------|-----------------------------|
| Supervisor: | Amber Farnham |
| Email: | amber@steubenciliteracy.org |
| Telephone: | (260)665-1414 |
| Department: | Steuben Literacy |
| Office Location: | 1208 S. Wayne St. Suite 2 |

Middle School Math Tutor

Steuben Literacy

Job Summary

Tutoring Middle School Students in Math

Duties and Responsibilities

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

Qualifications Needed

Strong organizational and communication skills required with knowledge of educational best practices, minimum of two years of college and experience with children a plus

Other Details

| | | | |
|-----------------------------|-----------------------|---------------------|----|
| Dates of Employment: | 8/21/2023 to 5/3/2024 | Weekly Hours | 13 |
| # of Students: | 8 | per student: | |

If interested, please contact:

| | |
|-------------------------|---------------------------|
| Supervisor: | Amber Farnham |
| Email: | amber@steubenliteracy.org |
| Telephone: | (260)665-1414 |
| Department: | Steuben Literacy |
| Office Location: | 1208 S. Wayne St. Suite 2 |