

LINDENWOOD

LINDENWOOD UNIVERSITY ST. CHARLES, MISSOURI

Work and Learn Program

Undergraduate Work Positions

Job#	Title	Supervisor	Description	# of Positions	Qualifications
A01 - A37	Dormitory Housekeeper	Dorm RD	Cleans common areas of Dorm, sweeps, mops, empties trash. Assists RAs with Desk sitting /dorm security	Varies by dorm, normally 15 housekeepers per major Dorm	Must be a resident of the dorm where working
A38	Groundskeeper	Grounds Supervisor	Maintains campus grounds, operates yard equipment,	150	Must be able to operate yard equipment
A39	Cafeteria worker	Cafeteria Supervisor	Maintains cleanliness of the cafeteria. Assists with setting-up the serving line, assists with serving, and accountability of personnel using the café	400	Must not have food allergies or illness that can be passed to others
A40	Security Assistant	Head of Campus Security	Ensures security of buildings in the evening, monitors university parking, maintains campus in evenings.	10	Must not have a police record or have had problems with campus security previously
A41	Office Assistant	Head of Maintenance	Maintains log of maintenance issues, answers phone/take messages. Arranges for maintenance	8	Must have an understanding of Word and Excel and have good phone skills
A42 - A51	Classroom Housekeeper	Head of Maintenance	Assists building housekeepers with the cleanliness of the classrooms and university buildings. Sweeps/mops/empties trash containers	Number is building dependant , normally 15 housekeepers per building	Must be able to act without supervision. Not have allergies to chemicals

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B02	Admissions Assistant - Day Admissions	Head of Day Admissions	Assists counselors with paperwork. Act as guide for prospective students. Answers questions about the university. Answers the phone	50	Must have good phone skills, be able to communicate well, present a good appearance and project a good image of the university
B03	Admissions Assistant - Evening/Graduate Admissions	Head of Evening Admissions	Assists counselors with paperwork. Act as guide for prospective students. Answers questions about the university. Answers the phone	20	Must have good phone skills, be able to communicate well, present a good appearance and project a good image of the university
B04	Office Assistant	Head of Development	Answers phone, provides office assistance	3	Must have good phone skills, be able to communicate well, present a good appearance and project a good image of the university
B05	Library Assistant	Head Librarian	Checks book in and out of library. Provides assistance to visitors. Stacks books.	25	Must be able to community well.
B06	Computer Lab Assistant	Head of Computer Lab	Provides assistance to students/staff and faculty. Maintains printers/copiers. Controls access to lab	10	Must have an understanding of computer programs.
B08	Office Assistant	Chief of Public Relations	Answers phone, provides office assistance	10	Must have good phone skills, be able to communicate well, present a good appearance and project a good image of the university
B09	Office Assistant	Head of the Business Office	Answers phone, files, answers student questions, refers questions to appropriate individual	10	Must have phone skills, be able to communicate well, understand basis business concepts

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B12	Store Clerk	Head of the Spirit Store	Operates cash register, makes sales, manages inventory, answers questions	6	Must have phone skills, be able to operate cash register, communicate with customers, understand basic accounting
B13	Office Assistant	Registrar	Answers phone, answers questions, files, maintains records	25	Must have phone skills, communicate well
C01	Army Cadet	PMS	Military duties as assigned	15	Must be a member of ROTC
C03	Office Assistant	Social Science Office	Assists professors with class preparation	10	Must be an upper class student with a Social Science major
C04	Lab Assistant	Chemistry Department	Prepares labs for classes	10	as determined by Dean of Department
C05	Lab Assistant	Biology Department	Prepares labs for classes	20	Determined by Dean of Department
C06	Office Assistant	Humanities Department	Assists professors with class preparation	15	Must be an upper class student with a Humanities major
C07	Office Assistant	Business Department	Assists professors with class preparation	15	Must be an upper class student with a Business major
C08	Greenhouse worker	Science Department	Maintains university greenhouse. Waters plants, maintains cleanliness of greenhouse.	3	Determined by Dean of Department
C09	Office Assistant	Math and Computer Science Department	Assists professors with class preparation. Assists with tutoring	5	Determined by Dean of Department
C10	Office Assistant	Geology Department	Assists professors with class preparation. Assists with tutoring	5	Determined by Dean of Department
C11	Language Assistant	Language Department	Assists students who have difficulty speaking and understanding. Act as conversation partner	2	Language skills evaluated by Dean of the Department
C12	Radio Personality	KCLC	Operates the Campus Radio Station	25	Must have a current license to be on-air. Evaluation of the Dean of the department

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C13	Video Assistant	LUTV	Issues/maintains video equipment, assists at campus TV station	25	Determined by Dean of Department
C14	Writing Assistant	English Department	Assistants students with proper styles of writing. Assists international students with writing assignments	15	Good English skills, good understanding of writing styles, use of grammar and punctuation
C15	Language Assistant	Language Department	Tutors US students learning a foreign language	15	international student with good English skills
C16	Lab Assistant	Graphics Department	Assists with lab set-up. Assists graphics students with programs.	15	Must be a graphics major, have skill with graphics programs
C18	Tutor	Physics Department	Provide assistance to physics and engineering students	2	Must have strong math skills, physics or engineering background
C19	Tutor	Psychology Department	Provide assistance to psychology majors	5	Must be psychology major and belong to upper class
C20	Tutor	Accounting Department	Provide assistance to accounting majors	5	Must be upper class, have an accounting background and strong math skills
C21	Musician	Music Department	Play instruments at athletic events, concerts and university functions	100	Must have music skills and selected by department
C22	Vocalist	Music department	Sings at concerts and functions	15	Must have vocal skills and selected by department
C23	Lab assistant	Art Department	Prepares classroom for instruction, maintains cleanliness of the department	10	Art background
C24	Lab Assistant	Multimedia Department	Provides assistance to students. Maintains lab.	30	Must have graphics skills and understand computers graphics programs
C26	Office Assistant	Criminal Justice Department	Provides assistance to professors	5	Determined by Dean of Department. Must be Criminal Justice major

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C27	Box Office	Theater Department	Operates the Campus Box Office for theater events. Coordinates with outside agencies for tickets. Communicates with the public	15	Communication skills. Must be a Theater major
C28	Set Builder	Theater Department	Builds theater sets under the direction of the theater director.	30	must be a theater major. Selected by Dean of the Department
C29	Historical Assistant	Boone Home	Provides information about local history to groups. Conduct excavations, documents excavations for history department	20	Must be willing to travel to off-campus location (26 miles). Be able to do physical labor, and have an interest in local history
C30	Fashion Designer	Fashion Department	Maintains the Fashion department. Cleans/sweeps/dusts	15	Must be a Fashion Design major
C32	Tutor/Office Assistant	Social Work Department	Provide office assistance to professors	2	Must be a Social Work major
C35	Lab Assistant	Photo Lab	Maintain the Photo Lab	5	Must be able to work with chemicals.
C39	Reporter	Journalism Department	Write stories for campus newspaper. Conduct interviews and research	10	Must be a journalism major.
C40	Musician	Music Department	Performs at concerts	10	Music major. Selected by Head of department
C41	Costume maker	Theater Department	Constructs costumes for theater productions	10	Selected by Theater/fashion department
C42	Office Assistant	Education Department	Assists professors with class preparation	30	Education major
D01	Mail Worker	Mailroom	Mails, receives, and sorts university mail	35	Must have an understanding of how the US Postal system operates. Must be able to read English. Must be able to work weekends
D04	Office Assistant	Work and Learn Office	Assists with office functions, reviews timesheets, generates spreadsheets	20	People skills and phone skills. Generally no specific skill

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D05	Community Volunteer	Community Service Office	Assists at local not for profit businesses and schools.	50	Must be able to travel to off-campus locations. Be able to pass a local security check.
D08	Activities Assistant	Activities Office	Provides supervision at campus activities and dances. Operates the student dayrooms	120	Must be able to work weekends and evenings.
D11	Reading Assistant	Community Service Office	Assists students in the local community who are having difficulty reading. Assists local teachers	30	Must have desire to work with young children.
D12	Worker	Campus YMCA	Provide assistance with local YMCA functions.	35	No specific skill
E01	Maintenance Worker	Football Coach	Maintains the stadium and field house. Cleans, rakes, cuts grass	25	No specific skill
E02	Athletic Trainer	Athletic Training Department	Provides medical assistance to selected university teams. Does wraps, assists trainers	100	Must be Athletic Training major
E03	Concessions Worker	Athletic Department	Operate the Concession stand at athletic events. Sells food and drinks	40	Must be able to work evenings and weekends
E04	Athletic Assistant	Intramurals Department	Coordinate/operates athletic events between dorms and staff/students	30	Must be able to work evenings and weekends
E05	Fitness Center	Athletic Office	Maintains the fitness center. Cleans equipment, ensures equipment is being used safely. Monitors usage.	40	Must be able to work evenings and weekends
E06 - E35	Athletic Worker	Coaches	Maintain equipment for teams. Assist with scoring/filming. Cleans team equipment and area	Varies by team. Current numbers available through Work and Learn Office	Selected by coaches