Sample Listing of

Xavier Employer Attendees & Positions

On-Campus Employment Fair-August 22, 2011

Operations Assistant Openings: 7 Work days/hours: Mon-Sun 8:30a-5:00p

Job duties include giving on-campus tours to perspective families, assisting the counselors with phone calling of accepted and/or viable applicants to XU, accurate data entry of admission's data and a variety of general office jobs. Job requires good verbal skills, word processing skills, and familiarization with computers. Some previous public speaking, office and phone experience is preferred. Training is ongoing. Must be able to lift heavy objects and be able to work during the hours of 8:30 am to 5pm, M-F and/or one night a week. Students will also be asked to work during major Visit Days for families.

Tele Counselor Openings: 2 Work days/hours: Mon-Sun 5:30p-9:00p

The Office of Admission's Tele counselors function as the "student connection" to interested High School and Transfer students through daily calls. They will report to the Student Recruitment Director who supervises telecounseling and will perform their duties no less than ten hours per week. Student involvement in Xavier's recruitment programs is essential, and students must be prompt, well-informed, and well-trained. Responsibilities include:

1. Work 10 hours per week in the Office of Admission
2. Attend at least 70% of training sessions and receive updates from those they miss.
3. Assist Admission Counselors as needed on various tasks
4. Notifying supervisor if you are going to be tardy or absent
5. Remain informed of all majors offered by Xavier University
6. Remain informed about all campus activities and events.
7. Posses knowledgeable on Xavier-related information.

Other duties will include assisting admission staff members with daily operations of the office, including answering telephones, and completing data entry into the Recruitment Plus and Banner computing systems. Comfort working in a PC environment is essential, as is ease in speaking on the phone and communication via electronic mail. Xavier Ambassador must acknowledge and respect the responsibilities that come with working in an environment where confidential and personal information is present.

Project Assistant Opening: 1 Work days/hours: Mon-Fri 8:30a – 5:00p
10 hours per wk

Job duties include working with the Alumni Office and Annual Fund to assist with office projects and events. A detail oriented person with excellent computer skills in Excel, Word, Publisher and Power Point software. Tasks include invitations registration, nametags, and confirmations and organize materials for events. Assist in preparations for athletic advisory board meetings. Perform other related office duties as needed.

Sample Listing of

Xavier Employer Attendees & Positions

On-Campus Employment Fair-August 22, 2011

Sports Information Assistant Openings: 2 Work days/hours: M-Sun 10 hrs per week

Job duties include: Assisting the Sports Information Director with the coverage of XU's 16 intercollegiate sports. Students will be asked to cover at least one sport per year by the beginning of their sophomore year. Must have basic writing and organizational skills. Knowledge of sports, word processing and stat and/or math skills are preferred. Must be able to type at least 40-45 wpm, have knowledge of Microsoft word. IBM stat and word processing packages. Training period last for 1-2 weeks. Hours are flexible; will be asked to do a variety of work at athletics events in the evening or on weekends.

Ticket Office Clerk Openings: 1 Work days/hours: Mon-Sun various hours

Position requires various ticket office works including answering the phone, mailings, selling tickets at the window and other miscellaneous office work. Job requires candidate to be detailed oriented. PC experience and experience on the Ticket Master computer system helpful. Training period: 2 weeks. Must be available to work game dates and nights.

All Card Associate Openings: 1 Work days/hours: Mon-Sat 8-10 hrs per wk

Assist with producing student, faculty and staff ID cards, producing and delivering Administrative Copy Cards, set up for billing accounts, prepare monthly reports and encode magnetic stripe cards. Student may be required to contact local businesses regarding ALL Card discount program, and other general office duties as assigned. Job requires knowledge of cash management, ability to troubleshoot hardware/software, customer service, phone skills, and PC computing knowledge. Student must be available to work varying hours sometime between Mon.-Fri. from 9:00am to 6:30pm.

Laboratory Assistant Openings: 1 Work days/hours: Mon-Fri 10 hrs per week

Job duties include: Assist instructor, answer student questions during class, distribute and collect lab materials, clean labs at the end of day (washing glassware, table and sinks), set up and put away for labs, animal room care, (feeding the frogs, turtles, mice, rats and chicks) cleaning animal cages, keep storeroom in order, collate/staple handouts, periodical care of aquaria and terrarium, file slides, move heavy equipment and on occasion transport items to other locations. Must have grade B or better in Biology 201 Microbiology Lab. Biology major or at least someone with some biology laboratory course work preferred.

Sample Listing of

Xavier Employer Attendees & Positions

On-Campus Employment Fair-August 22, 2011

Clerk Openings- 3 Work days/hour: Mon-Fri 10-15 hrs per wk

Job duties include: general office work, filing, processing payments, answering phones, issuing receipts for payment, and daily balancing of cashier window. Job also requires checking for activity on delinquent accounts, preparing packets to go to outside agencies, typing letters, and setting up payment plans on the computer. Some typing skills are preferred and knowledge of computers is helpful.

Applicant should be a self-starter with strong customer service skills, cashier experience, basic accounting knowledge, and ability to maintain confidentiality. Training period: 2 weeks. Must be available to work flexible hours between 8:30-5:00 Monday through Friday.

Student Technician Openings: 8 Work days/hour: Mon-Sun 10-15 hrs per wk

Job duties include: Learn to operate audio/video/lighting systems in the Cintas Center. Be able to complete routine set-ups in the Conference/Banquet/Arena facilities with some assistance. Be willing and eager to advance knowledge in at least one of the areas of audio, video production, lighting, client relations, or student coordination. Job positions include audio, camera, switcher, lighting, scoreboard, spotlight operator. Some prior technical experience preferred.

Student Assistant Opening: 3 Work days/hours: Mon-Sun

Job duties include: retrieving, processing, and shipping materials to be lent to other libraries; receiving and processing material borrowed by Xavier patrons from other libraries; retrieving and processing material from the Annex; and receiving and processing material fro Electronic Reserves. In processing materials the student uses the library's automated circulation, OhioLINK. This position also serves as back-up to the IRC public desk. In processing materials, the student uses the library's automated circulation, document delivery, and electronic reserves systems, as well as photocopies, scanners, digital senders, a fax machine, and several electronic delivery systems. The student also maintains files, statistics and other records, and checks work for quality and accuracy. As back-up at the IRC public desk, the student will interact with IRC patrons for help to other departments as appropriate, assists patrons in location of library materials, resolve basic computer problems and maintain public areas and equipment as needed. Must be able to work hours determined by coverage needs. Must be able to physically lift up to 30lbs. There is considerable amount of bending and flexibility required.

Sample Listing of

Xavier Employer Attendees & Positions

On-Campus Employment Fair-August 22, 2011

Student Assistant Openings: 10 Work days/hours: Mon-Sun 10-20 hrs per wk

Providing public service at the Connection Center desk in the Learning Commons and the Connection Xpress Desk on the first floor of the McDonald Library:

- Providing circulation assistance to CC patrons in person and on the phone.
- Using the library online catalog and automated circulation system to perform functions such as checking materials in and out, collecting fines, and updating online patron records.
- Assisting patrons and staff in the location of library materials.
- Referring patrons for help with reference questions and other library service issues.
- Maintaining the public and study areas within the Learning Commons and McDonald Library, including assisting with opening and closing the buildings.
- Assisting with materials processing and shelving, and other projects as needed.

Windows OS or MAC OS, and Microsoft Office experience preferred. Must be able to lift 20 pounds. Must be able to work in a flexible environment in which duties rotate depending on shift. Must be able to work opening, closing, late night, and weekend shifts; ten to twenty hours per week.

Student Assistant Work days/hours: Sun-Thur 8-16 hrs per wk

Providing public service at the Connection Center desk in the Learning Commons during overnight operating hours 12am-8am.

- Responsible for safety and security of building with support of Campus Police during overnight hours
- Providing circulation assistance to CC patrons in person and on the phone.
- Using the library online catalog and automated circulation system to perform functions such as checking materials in and out.
- Maintaining the public and study areas within the Learning Commons and McDonald Library, including assisting with opening and closing the buildings.
- Assisting with materials processing and shelving, and other projects as needed.

Windows OS or MAC OS, and Microsoft Office experience preferred. Must be able to lift 20 pounds. Must be able to work in a flexible environment in which duties rotate depending on shift. Must be able to work overnight shifts; eight to twenty hours per week.

Retreat Coordination Minister Openings: 3 Work days/hours: Mon-Fri 8-10hours per wk

The Dorothy Day Center for Faith & Justice's Retreat Coordination Minister will support the retreat program of the department in the following ways: helping with periodic community mailings; organizing retreat materials and supplies, preparing and packing for upcoming retreats, brainstorming and advising for future program development, possible facilitation of periodic prayer services on campus and by assisting with the development of the residence hall ministry component of the department. Additionally the Retreat Peer Minister will be available for any general office work that arises during his/her work shift. 10 hours a week. May involve some evenings and weekends. Student should be well organized & able to do detailed work done efficiently and accurately. Prior retreat experience or interest in retreats is preferred. Computer proficiency, word processing skills- Microsoft Word/Word Perfect or equivalent required.

Education Assistant Openings: 6 Work days/hours: up to 10 hrs per week

Education Associates work directly with Freedom Center visitors. Associates provide educational lessons for adult and youth groups, give tours, conduct research, and develop lessons and curriculum to help further the Freedom Center's core values of courage, cooperation, perseverance, and freedom. Must have the ability to communicate ideas clearly to adults and youth, be flexible and open-minded, and have a willingness to learn. Some experience speaking to groups and working or communicating with school aged children is a plus. Basic knowledge in: History, Women Studies, African American Studies, or Education a plus. Experience working with Microsoft Office programs required (Microsoft Word, Windows XP).

Welcome Desk Student Attendant Openings: 8 Work days/hours: Mon-Sun
various hours per week

Job duties include: greeting customers, by telephone or in person, promptly and courteously answer their questions to the best of their knowledge and training; using computer information resources available at the GSC Welcome Desk to gain information for the customer; maintaining thorough knowledge of GSC personnel, offices, services, and facilities located in the GSC; reviewing, accepting, and posting flyers and posters in the GSC; acting a resource for customers looking to reserve a meeting room and giving directions to the meeting rooms as well as other locations in the building; managing the checking out and returning of laptop computers available at the Welcome Desk; giving vending machine refunds for campus machines, receiving lost and found in the GSC and/or other locations on campus; and having general knowledge of Xavier offices, services, programs, and facilities. It is preferred that this student have prior service of office receptionist experience, thorough knowledge and use of the website (including Xavier's website), ability to prioritize and manage multiple tasks at one time, exert excellent communications skills, the ability to examine and evaluate

Welcome Desk Student Attendant con't.

information as well as solve problems, and the capability to work as part of a team. Responsible for additional duties as assigned. Must be qualified for Federal Work Study, must work at least 10 hour a week, and expected to work weekend and evening shifts as well as weekday shifts.

Welcome Desk Student Attendant II Openings: Work days/hours: Mon-Sun

Evening Clerk: Responsible for safety and security of building with support of Campus Police during overnight hours. Cleaning/maintenance of building with support of custodial staff. Periodic re-imaging and maintenance of laptop computers. GSC web page development and maintenance. Manage supply checkout at the Welcome Desk. Greet customers by phone or in person promptly and courteously and answer their questions to the best of their knowledge and training. Act as a resource person for customers looking to reserve a meeting room, give directions to meeting rooms and other locations on campus. Manage lost and found in GSC and other locations on campus. General knowledge of Xavier offices, services, programs and facilities. Give vending machine refunds for campus machines.

Supervisor job duties include: supervising and training the Welcome Desk Student Staff. Supervise all Welcome Desk Attendants and be responsible for GSC when no full-time staff are available. Will plan all training and development for Gallagher Student Center Welcome Desk, including annual staff training, regular staff workshops and social activities. Responsible for regular building rounds on each shift worked. It is strongly preferred that this student have at least one year experience working as a Welcome Desk Attendant, supervisory experience, excellent communications skills, ability to manage multiple tasks at one time, ability to work as a leader and a member of a team, and have thorough knowledge of the Gallagher Student Center and Xavier University. Expected to work 10-15 hours per week and set office hours at least twice per week. Must work at least four hours at the Welcome Desk per week. This person will chair the employee leadership board for the GSC. Must be able to work evening and weekend shifts. Additional duties as assigned

Provide support services for students with disabilities. May also assist with tutoring services offered through the LAC. Must be responsible, able to maintain confidentiality, possess good people skills and ability to communicate effectively. Knowledge of campus and campus resources preferred. Demonstrate knowledge of Microsoft Office, Excel, Word, Publisher, and FrontPage. Training period 2 weeks.

Sample Listing of

Xavier Employer Attendees & Positions

On-Campus Employment Fair-August 22, 2011

Clerk Openings: 1 Work days/hours: Mon-Fri 8:30a-5:00p
10 hrs per week

Job duties include data entry, some administrative duties, mailing of proper information, enter computer inquiries, photocopying, run errands, answer phone, provide service to walk-ins, filing and help with any other requests. Job requires familiarity with computers, ability to type accurately (50 wpm), familiarity with copier and good interpersonal communication skills. Training period: 1 week. Must be available to work Monday-Friday between 8:30am-5:00pm for 10 hours per week.

Research Assistant Openings: 1-2 Work days/hours:

The research assistant will assist a supervising faculty member in completing a specific project approved by the department. Duties may include gathering, analyzing and summarizing relevant information in written or verbal form. Specific duties for an individual project will be defined b the supervising professor. Job qualifications required: student to be a History major with considerable experience in historical research and the analysis and presentation of historical materials; in most cases, completion of at least one History seminar is necessary. For some projects, specific foreign language skills may be required. Recommendation from one history professor. Ability to type, use Word or WordPerfect. Knowledge of Dreamweaver or other web design software would be desired. Training period 1-3 hours and ongoing.

Web Research Student Assistant Openings: 1-4 Work days/hours: Mon-Fri

Update History Department web page, including adding new items, categories and technologies; work with faculty to design web sites for research projects and classroom use. Must be able to work independently, use recent on-campus web software, understand historical methods and good communication skills (written and verbal)

Receptionist/Clerk Openings: 1 Work days/hours: Mon-Fri 10 hrs per week

Job duties include: Answer phones, answer door, run errands, file, complete various projects, type and collate, fold and label documents for mailing. Excellent communication and interpersonal skills, with the ability to maintain confidentiality. Training period 1 week. Must be able to work between office hours Mon-Fri 8:30-5:00pm.

Sample Listing of

Xavier Employer Attendees & Positions

On-Campus Employment Fair-August 22, 2011

Assistant to Program Coordinators Openings: 2 Work days/hours: Mon-Fri

15-20 hours per week

Job requires flexibility and a willingness to try new things. Love of and some knowledge of social justice and peace issues. Knowledge of Microsoft Office suite and Publisher. Training period on going. Duties required as well as others as assigned are:

1. Develop educational materials packets appropriate for adult and student groups in the areas of nonviolence, anti-racism and death penalty.
    - Become familiar with materials already in the office (videos, files, books, etc.)
    - Update materials as needed
    - Locate and keep a list of websites
    - Collect materials as requests com in and send out.

2. Attend meetings of local groups working on racism, violence and the death penalty.
    - Take notes
    - Report information, planned activities, etc. to other staff members

3. Help with the planning and coordination of events or meetings planned by IJPC.
    - Collect needed materials
    - Do research into the backgrounds of the issues being discussed
    - Contact interested groups and individuals
    - Write send media releases
    - Attend event, if schedule permits, and assist program coordinator with the details of the event (set-up, registration, AV equipment, clean up, etc.)

Receptionist/ Clerk Openings: 1 Work days/hour: Mon-Fri 20 hrs per week

Job duties include performing clerical Program functions and assisting with day-to-day logistical management of the office. Particularly, these duties include data entry, assisting with preparation and implementation of special events, and further duties as assigned. Attention to detail is critical for this position. It also requires knowledge of Microsoft Excel and Publisher. Training period: 2 weeks. Must be available to work during regular business hours, Fri. afternoons and Sat. mornings.

Sample Listing of

Xavier Employer Attendees & Positions

On-Campus Employment Fair-August 22, 2011

Archives Projects Assistant Openings: 1 Work days/hour: 10 hrs per week

Assist with the processing of materials (either paper copy or electronic) stored in the University Archives, Xavier's repository for its records and historical materials. The Archives office has the primary responsibility for the preservation and organization of these materials. Applicants must be detailed oriented with computer skills.

- Preparing print and media materials for filing and storage; labeling and otherwise identifying materials.
- Scanning print and images to create digital artifacts for storage or display.
- Preparing materials for shipment to various vendors.
- Performing research for archival projects to determine catalog, authorship or donor information.

Office Assistant Openings: 1 Work days/hour: Mon-Fri,
10-15 hrs per week

Job duties include typing, copying, collating, answering phones, filing and scheduling appointments. Must be able to work in a busy office, have typing skills (30-35 wpm) and be able to use Microsoft Word. The ability to handle confidential information as well as the ability to follow established procedures is preferred. Training period: 0-3 months.

Scorekeeper Openings: 2-3 Work days/hour: Mon-Thurs, Sun
5-15 hrs per week

Job duties include maintaining records and statistics, and keeps score for all intramural events. Job requires basic knowledge of sports and understanding of sports rules. Must be available to work afternoons and weekends.

Official Openings: 4-6 Work days/hours: Mon-Thurs, Sun
5-20 hrs per week

Job duties include being responsible for officiating intramural events. Job requires extensive knowledge and rules interpretation of intramural sports, experience in sport officiating and certification in any related sport association. Previous experience in officiating sports is preferred. Training period: on-going. Must be available to work afternoons, evenings (4:00-9:00pm), and some weekends.

Sample Listing of

Xavier Employer Attendees & Positions

On-Campus Employment Fair-August 22, 2011

Registrar Assistant ***Opening: 2-3*** ***Work days/hours: Mon-Fri 10-15 hrs per wk***

Job duties include: Provide support to the students, faculty, administration and general public who contact the Office of the Registrar in person or remotely. Answer incoming inquires, provide registration **assistance, and maintain files. Provide assistance for the staff of the office of the Registrar by; processing** registration & drop/add forms, indexing, auditing data, and maintaining historical academic records. Perform various and special tasks, which include, but are limited to: word processing and working with spreadsheet programs. Must be responsible and trustworthy to the high level of access to confidential information the Registrar Office maintains. Training period of 30-40 hours worked. Office hours are Monday-Friday 8am-5pm and selected weekends.

Receptionist/clerk ***Openings: 1*** **Work days/hours Mon- Fri**

Job duties include: answering the phone and taking messages; greeting visitors, determine the nature of their visit and provide necessary information in the absence of the secretary; run errands around campus; photocopying, collating, filing, etc. The student must have the ability to effectively communicate in person and by telephone in a courteous, service-oriented manner. A large amount of confidential material is handled in the office so the student must be able to hold all information in confidence. Computer skills helpful. Training period: on-going.

Student Assistant **Openings: 1** **Work days/hours: Mon-Fri 8hrs per wk**

Job duties include administrative support functions such as answering phones, greeting students, parents and faculty, filing and copying, faxing, typing, and organizing bulk mailings. (College work study is required on financial aid awarding.) Students will also assist in the preparation for the Priority Registration Experience Program (PREP); work hours may temporarily increase during spring semester to accommodate this task. Students must be eager to learn, possess excellent communication skills, have a strong and efficient work ethic, and understand confidentiality issues. Students should have basic Microsoft Office proficiency with Word and Excel. Training is ongoing between fall and spring semesters.

Office Assistant **Openings: 1** **Work days/hours: Mon-Fri,**
10-15 hrs per wk

General office duties including but not limited to, filing labeling, make deliveries across campus and other projects. Pleasant phone skills and good organizational skills required.

Receptionist/ Clerk **Openings: 2** **Work days/hours: Mon-Fri, and Sun,** 8- 10hrs per week

Job duties include: Greeting clients, answer phones, make appointments, assist students with basic word-processing commands, check supplies, and file reports. Job requires outgoing personality and professional manner, basic computer skills, especially word processing, and must be reliable, punctual, and trustworthy.