

Work Study Openings

Office Assistant

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.

Royal Ambassador

Assist coordinator with a variety of campus events, including hospitality functions for campus visits and tours by prospective students and their families, registration, and orientation days. Students also will assist with off campus functions as requested. May include evening or weekend work and will require a background check. Royal Ambassadors meet Mondays at 12:15. Additional work times vary based on tours and campus events.

Intramural Manager

Develop, organize, and implement intramural sports programs throughout the year. Activities include, but are not limited to skating, softball, basketball, volleyball, billiards, darts, foosball, flag football, ping pong and special tournaments. Reports to supervisor and is evaluated at the end of each semester. Advertise activities campus-wide & report on progress at each student government meeting. Have activities planned to kick off the first week of school w/special events & sign-up for league activities.

Athletic Assistant

Open and maintain weight room, supervise area, advise students on techniques, assist w/different lifting, maintain files. Employment includes supervising for open gymnasium on evenings and weekends. Ticket & Game Support-Assist Director in maintaining records or attendance, responsible for one door's cash box, operate video equipment and/or computer equip. Office Assistant-Assist w/recruitment, preparation of contests, answer phone, create database of potential students, input information into database.

Computer Services Technician

Duties of this position will include troubleshooting and maintaining computers, installation of software, good customer service skills, answering phones, written correspondence, assisting with network wiring, installation of computer components, technical support to students and staff, and configuring software, such as wireless. A requirement to this position is an interest in computers and computer usage. Confidentiality and adherence to all security policies and procedures is essential.

Library Assistant

Assist library patrons to borrow books, periodicals, use electronic books and databases. Assist patrons in obtaining a library card. Sort and shelve books. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Other duties include cleaning of library/student commons area, stocking of paper in the computer lab and learning commons copier, and other general clerical duties. Must be willing to work some nights and weekends on a rotation basis. Hours are flexible depending on need and availability.

Classroom Technician-IVN

No previous IVN experience necessary, but computer skills are a plus. Training will be provided. IVN uses video conferencing equipment to deliver classes and meetings to off-site locations in ND. Duties include providing technical support during college hours (8am-7pm) for academic classes and other meetings, troubleshooting, resolving problems that can be corrected at the technician level. Work schedule is flexible. Strong computer skills a plus.

Cashier & Barista - Bookstore

Assist customers with purchases, use UPS shipping system to process outgoing orders, answer telephone, run cash register, word processing, filing, receive incoming merchandise, price and display merchandise, check and adjust clothing racks, dust shelves and merchandise. Assist in the Royal Java Coffee Bar within the Bookstore to prepare and sell beverages. Complete end of day cleaning of the Royal Java Coffee Bar including sweeping, sanitizing, and restocking of coffee bar supplies.

Kitchen Workers

(Duties will vary depending on Hours of work.)

Assist with serving line and Snack Bar Set up. Wipe down kitchen equipment and work counters. Unpack dry goods and put on shelves. Fill milk machines and put Ice in soda dispensers. Assist with preparation of fresh fruits and vegetables-wash, peel and cut-up. Help portion out desserts and put on serving lines. Wipe tables in Dining Area and Student Union. Help in dishwashing room and/or pots and pans.

Maintenance Worker

Custodian to help sweep, mop, buff floors, clean glass windows, and doors, and other miscellaneous duties as assigned. Will also work with outside grounds to including mowing, weed trimming etc. Various work times available. Auto mechanic shop work includes empty garbage, sweep and scrub floors, pick up dirty rags, tools and drain pans and return to tool room, turn off all lights and secure auto mechanic department.

Other Opportunities:

Reading Tutor

One-on-one reading to selected students but may assist with reading groups. Worksite is Minnie H Elementary School in cooperation with the "America Reads" program, so student must have means of transportation. Some training may be required and will be provided by the worksite.

Child Care Assistant – College Care for Kids

Supervise children at play inside and outside. Also help at meals with setting and clearing tables and dishing up food. Duties also include helping pick up toys and assist at circle and project times. Other duties may also include helping children dress and changing diapers. Student must be a self-starter and be responsible to do tasks needing to be done without waiting to be asked.

Office Assistant – LAUNCH students only

Student will assist in general office duties, including preparing files, filing, preparing mail, developing Launch. Facebook page, copying materials, and other duties as assigned. Job location would be LAUNCH office on UND's campus.