



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 66	Job: A	Office/Dept.: Technical office of Humanities		Division: Humanities	
Bldg./Rm.: NA-5/225	Agency Code #: 04302	Location Code: 6956		Community Service? No	
Title of FWS Position: Technical Support Assistant				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Assist the technical support staff with all computer and related accessories support issues.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	1	5	10	No	No
Fall 2007	2	5	10	No	No
Intersession '07-'08	1	5	10	No	No
Spring 2008	2	2	10	No	No



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 66	Job: B	Office/Dept.: iMedia			Division: iMedia
Bldg./Rm.: NA-5/225	Agency Code #: 04302	Location Code: 6956	Community Service? No		
Title of FWS Position: iMedia Assistant				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Process service request forms, equipment reservation, disbursement, answer phones, basic equipment maintenance, operating copy/fax machines, and other routine clerical tasks as assigned.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	3	5	25	No	No
Fall 2007	3	5	20	No	No
Intersession '07-'08	3	5	25	No	No
Spring 2008	3	5	20	No	No



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 66	Job: C	Office/Dept.: Humanity Lab			Division: ACIS
Bldg./Rm.: NA-6/104	Agency Code #: 04302	Location Code: 6956	Community Service? No		
Title of FWS Position: Lab Assistant				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Student will help other student with office documents, print, and feed the printers.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	6	15	30	No	No
Fall 2007	8	15	20	Yes	No
Intersession '07-'08	6	15	30	No	No
Spring 2008	8	15	20	Yes	No



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 66		Job: D		Office/Dept.: Writing Center		Division: ACIS	
Bldg./Rm.: NA – Plaza		Agency Code #: 04302		Location Code: 6956		Community Service? No	
Title of FWS Position: Office Assistant					Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)		
Job Description: Clerical duties like filing, copying, on-campus errands, reception desk, and other various office work.							
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?		
Summer 2007	1	10	20	Yes	No		
Fall 2007	4	10	20	Yes	No		
Intersession '07-'08	1	10	20	Yes	No		
Spring 2008	4	10	20	Yes	No		



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 66	Job: E	Office/Dept.: Dean of Humanities and Arts			Division:
Bldg./Rm.: NA-5/225	Agency Code #: 04302	Location Code: 6956		Community Service? No	
Title of FWS Position: Student Aide				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Answering telephones, make copies, hand-deliveries, have knowledge of computers, light typing.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	0	0	0	No	No
Fall 2007	2	10	20	No	No
Intersession '07-'08	2	10	35	No	No
Spring 2008	3	10	20	No	No



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 66		Job: F		Office/Dept.: Jewish Studies		Division: Humanities	
Bldg./Rm.: NA-5/202		Agency Code #: 04302		Location Code: 6956		Community Service? No	
Title of FWS Position: Receptionist					Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)		
Job Description: Perform receptionist duties for the Jewish Studies Program; Monday thru Friday 9am-5pm, Fridays 9am-1pm.							
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?		
Summer 2007	0	0	0	No	No		
Fall 2007	4	8	20	No	No		
Intersession '07-'08	0	0	0	No	No		
Spring 2008	4	8	20	No	No		