

## IT Services

**Position:** Lab Assistant

**Supervisor:** David Ball

**Room:** FRH 134

**Hours:** 10 Hours per week

**Job Description:** Building and repairing PCs, providing technical support for computer applications used at QU (e.g., Word, Excel, PowerPoint, Outlook, utilize virus removal tools, assist with website content.

Skills Required: General knowledge of computer hardware and operating system(s); CSC or CIS major preferred; responsible, trustworthy, punctual, independent worker; ability to meet deadlines and good interpersonal skills.

**Federal Work Study is Required**

## IT Services

**Position:** Help Desk Support

**Supervisor:** David Ball

**Room:** FRH 134

**Hours:** 5-10 hours

**Job Description:** Are you Comfortable with computers? The Help Desk Support person's role is to ensure proper computer operation so that students, faculty and staff can accomplish business tasks. This includes receiving, prioritizing, documenting, and actively resolving end user help requests. The job may involve the use of diagnostic and help request tracking tools, as well as require that the individual give in-person, hands-on help at the desktop level. Candidate will also be responsible for refilling paper in printers and performing maintenance tasks assigned by the Network Administrator. Candidates must have a general understanding of Windows & and be willing and able to learn appropriate software and hardware used by Quincy University. Computer major NOT required. Hours are available between 11AM and 5PM. This job is a great resume builder.  
Skills Preferred:

**Federal Work Study is Required**

## Library

**Position:** Library Student Assistant

**Supervisor:** Nancy Crow

**Room:** Library

**Hours:** 8 hours per week

**Job Description:** Assist librarians in performing general library tasks to ensure the quality library service including the following: Circulation of library materials through automated circulation system. Shelf books, periodicals and other library materials; shelf read. Check in periodicals and microforms. Answer phones. Retrieve items requested through interlibrary loan. Inspect, package and create documentation for interlibrary loan requests; Inspect and discharge returned interlibrary loan items. Other duties as assigned.

**Skills required:** Dependable, punctual, attentive to detail, computer literate, able to alphabetize; must be able to lift and carry are least 10 pounds, bend, stoop and climb onto step-up stools.

**Federal Work Study is Required**

## Registrar

**Position:** Student Worker

**Supervisor:** Nancy Geissler

**Room:** FRH 130

**Hours:** 10 hours per week

**Job Description:** Filing, copying, and answering phones, and customized projects on an as needed basis. Attention to detail is critical

Must have a 3.0 GPA or above, computer skills including Microsoft office. Attention to detail is very important, and reliability is a must.

**Federal Work Study is Required**

## Athletic Communications

**Position:** Student Assistant

**Supervisor:** Director of Athletic Communications

**Room:** Health & Fitness Center Athletic Department

**Hours:** 3-15 hrs

**Job Description:** To assist in the publicity and statistics-keeping of the QU athletic teams. Student workers may also be responsible for setting up and helping in the broadcast of the GLVC Sports Network live stream. Student assistants will assist at many QU home athletic events, keeping statistics, taking photos, running social media accounts, and performing other duties as assigned. Assistance in the office during regular working hours may also apply, including work on the athletics website and photo editing

**Skills Required:** Basic knowledge of sports is preferred, but some job training is expected. Student assistants MUST be RELIABLE and ON TIME. Candidates MUST be able and willing to work NIGHTS and WEEKENDS, including all home football games.

**Federal Work Study is Required**