You may apply for Work Study jobs only if you were awarded Work Study on your Financial Aid award letter.

If you completed your FAFSA but do not know if you qualify, contact Financial Aid, 989.774.3674 or Student Employment Services, 989.774.3881.

To confirm the amount of Work Study that you have, contact Student Employment Services at 989.774.3881, Bovee University Center, Room 121.

Contact departments directly to pursue a job.

**GSA – Academic Advising and Assistance** – seeks **Supplemental Instruction Leaders for ACC, BIO, CHM, GEO, MTH, and STA**

**Duties Include:** Assist in providing leadership in implementing an exemplary and comprehensive SI program; conduct two or three peer assisted study sessions per week for assigned class; attend all lectures for the assigned class every week; take notes, do homework, and complete all reading assignments for the assigned class; make weekly announcements to the class about when and where SI sessions will be held, as well as any topics to be covered during sessions; create handouts, worksheets, pre-tests, and other instructional tools to be used during SI sessions; attend regularly set meetings with the SI Supervisor and monthly meetings with the SI Leader group; develop a positive and effective working relationship with the professor, instructor, GA and/or TA who teaches the lecture section you are assigned to; attend the mandatory SI Leader trainings.

**Skills Desired:** Possess an overall GPA of 3.0 or above (on a 4.0 scale). Applicants must have received a minimum of an A- as a final grade in the course applying for, preferably at CMU. Demonstrate good interpersonal, communication, and organizational skills; previous experience with tutoring, teaching, study session activities; involvement with on-campus organizations or activities; experience in setting up and coordinating meetings or group sessions; creativity in creating handouts, presentations, learning activities.

**Schedule:** Flexible, mostly in the evenings during the week and Sunday afternoons.

**To Apply:** Refer to the [department website](#) or office, Ronan 250, to get an application. Applications may be turned in to the office of Academic Advising and Assistance.

**GSA – Camps & Conferences** – seeks an **Office Assistant**

**Duties Include:** Responsible for gathering event information and showcasing extreme detail when processing requests; utilize Microsoft Kx programs while working with both internal and external clients; assist in planning and coordination of special events, meetings and conferences at CMU; complete event intake and process requests; assist with event payments and processing, and all other duties as assigned.

**Skills Desired:** Ability to multi-task; experience working on software platforms.

**Schedule:** Training in the Spring Semester; M-F, 9:00a - 5:00p during the summer months; hours change in the Fall 2016.

**To Apply:** Email application, cover letter and references to Melissa Blythe, blyth1m@cmich.edu.
GSA and WORK STUDY – Campus Dining

Duties Include: Assist and serve customers in a courteous manner; prep, serve, and cook assorted foods using various equipment and utensils; assist in keeping kitchen and service areas clean and sanitized; follow all safety and food handling guidelines; report to full-time employees as assigned; attend and complete employee trainings and meetings as scheduled; become familiar with and follow all CMU Campus Dining policies and standards; complete other duties as assigned.

Skills Desired: Must be able to lift 25 lbs.; must be able to handle temperature changes including putting stock away in coolers and/or freezers; must be able to stand and walk for extended periods of time; must be able to push loaded stock carts; prior food service and/or customer service experience.

Schedule: Days and hours vary by location.

Current Openings

Fresh Food Company (FFCo) – Team Leader
Real Food on Campus (RFoC) – Food Service Worker

GSA and WORK STUDY – CHP Technologies – seeks a Master Control Technician

Duties Include: Respond to help calls and service requests made by faculty and staff; setup of the following: conference telephone calls, video recording and routing, and classroom media devices; assist faculty with classroom systems; help maintain and service classroom equipment; create digital signage and print posters.

Skills Desired: A dependable, quick learner with proven customer service skills; ability to work with minimal supervision; detail-oriented. Preference is given to a student with experience in set up and use of audio/visual equipment with work study eligibility; a creative and innovative thinker. CHP Technologies provides comprehensive training.

Schedule: Flexible hours during Mo-Th, 7:45a - 9:00p and Fr 7:45a - 5:00p.

To Apply: To apply submit cover letter, resume, class schedule, and graduation date to chp_tech_admin@cmich.edu.

WORK STUDY – Educational Leadership – seeks an Office Assistant

Duties Include: Assist with a range of general office duties including working on special projects for faculty.

Skills Desired: Detail-oriented, strong organization skills and a proficiency in Microsoft Office.

Schedule: Flexible Schedule up to 25 hours during office hours, M-F, 8:00a - 5:00p.

To Apply: Email cover letter, resume, and class schedule to Nan Clapp, clapp1nl@cmich.edu.

GSA – Engineering and Technology – seeks highly-motivated Undergraduate Research Assistants

Duties Include: Assist research projects in the areas of mechatronics, robotics, and haptics.

Skills Desired: Programming experience with any of the following hardware: Arduino, Raspberry Pi, BeagleBone, Pixy CMUCam (or any similar camera); programming experience with C++ (Visual Studio); a high GPA (>3.0) is a plus.

Schedule: Flexible; up to 10 hrs/wk.

To Apply: Email a cover letter stating interest, relevant skills and experience, a resume and an unofficial transcript to Dr. Ernur Karadogan, ernur.karadogan@cmich.edu.

GSA - Events & Conference Services – currently there are no openings

Events & Conference Services provides a number of services including: Coordinating buildings and events on campus, facilities operations for the Bovee University Center, and Camps & Conferences coordination.
**GSA and WORK STUDY—Global Campus: Customer Relationship Management** – seeks a **Student Assistant**

**Duties Include:** Perform data validation and clean-up in the CMU Customer Relationship Management (CRM) system; maintain documentation; identify and merge duplicate records; assist with clean-up and ongoing addition and/or removal of user access; assist with testing; related projects and assignments as needed.

**Skills Desired:** Ability to work independently, ability to work with other departments, good judgment, must be able to follow defined procedures, ability to learn new skills.

**Schedule:** 15-25 hours/week. Position begins in April. Applicants must be available for the Summer.


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**GSA and WORK STUDY—Global Campus: Marketing** – seeks a **Student Assistant**

**Duties Include:** Prepare UPS shipments; assist with preparing shipments to trade shows and centers; inventory: organizing and maintaining storage of Marketing materials at both Global Campus and the storage units; collate cohort notebooks, program information packets and student handbooks; compile and send daily mail to prospective students; filing; data entry into Work Order system; create job folders; sort and distribute incoming and outgoing mail; run errands.

**Skills Desired:** Ability to lift over 50 lbs; follow directions and complete assignments accurately and in a timely manner; must have reliable transportation to Global Campus located north of Meijer; strong organizational skills and attention to detail; the ability to do research.

**Schedule:** 15 - 20 hrs/wk during the spring; summer is required.


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**GSA and WORK STUDY—Global Campus: Social Media** – seeks a **Student Assistant**

**Duties Include:** The Social Media Student reports to the Associate Director of Marketing for Online Programs and the Online Marketing Coordinator to implement social media strategies and develop content aligning with the voice of Central Michigan University’s Global Campus; identify and develop social-worthy copy for all CMU Global Campus social network profiles on Facebook, LinkedIn, Twitter, and Google (40 percent); listen and monitor comments and questions regarding CMU, CMU Online, and CMU Global Campus on social media and throughout the web (20 percent); implement social media content strategies identified and developed by the CMU Global Campus Social Media Team (15 percent); design images for all CMU Global Campus social network profiles on Facebook, LinkedIn, Twitter, and Google working with the CMU Global Campus Production Team (10 percent); assist with special projects and other duties as assigned by the Associate Director of Marketing for Online Programs and the Online Marketing Coordinator (15 percent).

**Skills Desired:** Outstanding analytical, writing, and business communication skills; strong digital research background; familiarity with Adobe Creative Suite (Photoshop, InDesign, Premiere); interpersonal and self-motivated.

**Schedule:** 15-20 hrs/wk; summers required.


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**GSA or WORK STUDY—Information Technology: Technical Services** – seeks a **Level-3 Technician**

**Duties Include:** Provide on-site, carry-in, and drop-off repairs and other IT services for CMU's staff, faculty, and students; maintain, upgrade, diagnose, troubleshoot, and repair any hardware or software issues for desktop computers, laptops and netbooks, servers, peripherals, printers, tablets, and smartphones. Our services also include consultation, research, testing, documenting solutions for new and existing systems, and training users.

**Skills Desired:** Customer service background; current industry-standard certifications are strongly encouraged such as CompTIA’s A+; comfortable with current and popular computer operating systems, devices, and software; able to independently search for answers or create solutions to obscure and complicated problems.

**Schedule:** Flexible hours within M-F, 8a – 8p, Weekends, Noon - 8p. Openings vary by semester. If selected, you will be contacted for an interview.

**Apply online.**
WORK STUDY – Media Services – seeks a Student Technician

Duties Include: Mediated classroom installation, upgrade, maintenance, and on site troubleshooting; assist with installation and support of classrooms, audio visual equipment and associated infrastructure.

Skills Desired: Hard-working individuals desiring to improve the classroom technology on campus. Training is provided, however, applicants must have a general knowledge of basic technologies. Applicants also must be comfortable lifting heavy equipment and climbing ladders.

Schedule: Flexible during primary hours of operation, 8a-5p, with some night shifts available. Applicants must have availability to work Summer 2016.

To Apply: Email résumés to media@cmich.edu.

GSA – Medicine - seeks a Technology Support Analyst

Duties Include: Engage faculty, staff, and students to troubleshoot technical problems and answer IT-related questions locally or remotely; troubleshoot issues including Ethernet and wireless connectivity, inkjet and LaserJet printers, computer hardware and software issues, malware removal, and basic audio/visual setups; create and maintain documentation to solve issues, and update our inventory of computers and related assets; use tools such as Active Directory, Group Policy Management and System Center Configuration Manager.

Skills Desired: Ideal CMED Technology Support Analysts are technically-savvy and possess natural problem-solving skills; analysts are also expected to demonstrate exceptional verbal and written communication skills, maintain a high level of professionalism, be entrusted with the protection of sensitive information, hold a strong work ethic, and continue to seek additional learning opportunities.

Schedule: 18 to 25 hours of availability in 2 hour or longer increments, between 8a-5p, Mon - Fri.

To Apply: Submit an application via http://bit.ly/1srGk4P.

GSA – Medicine - seeks a Technology Support Analyst (Saginaw)

Duties Include: Applicants will be expected to regularly drive and report to our building in Saginaw for the following: Engage faculty, staff and students to resolve technical problems and answer IT-related questions, both locally and remotely; troubleshoot issues including Ethernet and wireless connectivity, inkjet and Laserjet printers, computer hardware and software issues, malware removal, and basic audio/visual setups; create and maintain documentation; use tools such as Active Directory, Group Policy Management and System Center Configuration Manager.

Skills Desired: Ideal candidates are local or willing to commute to Saginaw, and are technically savvy and possess natural problem solving skills. Analysts are also expected to demonstrate exceptional verbal and written communication skills, maintain a high level of professionalism, be entrusted with the protection of sensitive information, hold a strong work ethic, and continue to seek additional learning opportunities.

Schedule: 10 to 25 hours of availability in 2 hour or longer increments, between 8am-5pm, Mo-Fr. Summer and Fall hours are also available.

To Apply: E-mail cover letter and resume to Shaun Leininger, medtechs@cmich.edu.

GSA – MI GEAR UP and Pathways to Academic Student Success – seeks a Web Content Assistant

Duties Include: Create and edit web content for program web sites following established style guidelines using Microsoft Sharepoint; prepare photos for use on the web sites by cropping, resizing or modifying with Microsoft Office Suite; work on additional writing tasks and other clerical duties that support department needs; create, edit and upload videos to the web using the Microsoft Office Suite; take photos at student events as needed; represent positively in and outside of the office; exhibit professional work habits; assist with additional responsibilities as assigned by the professional staff.

Skills Desired: Strong graphic design skills; good web design skills; strong work ethic; flexible schedule; good verbal and written communications skills; ability to work as part of a team; critical thinking skills.

Schedule: 10 - 15 hrs/wk with the opportunity for more; flexible during office hours, 8:00a - 5:00p.

To Apply: Mail or email cover letter and resume to: Mary Henley, Director MI GEAR UP/4S Pathways, 108 Bovee Center, Mount Pleasant, MI 48859, 989.774.1585 or gearup@cmich.edu.
GSA or WORK STUDY – ORGS – seeks Animal Care Technician

Duties Include: A Work Study eligible student is preferred. Provide animal care and husbandry services, including but not limited to: feeding and watering animals; handling and restraint of animals; cage and bedding change outs; cleaning and sanitizing of animal rooms, hallways, ancillary equipment; monitoring environmental parameters as required; performing animal health checks; assist in the local delivery of animals and other job duties; participating in the ongoing employee training program, with special emphasis on safety and health, safe work practices, and use of personal protective equipment; performing job tasks and duties in compliance with regulations; adherence to equipment and facility sanitation schedules; ensuring that records, log books, and other project records are appropriately maintained; operation of cage washing equipment and autoclave; assist the technical and professional staff as needed; ensuring that procedures and practices involving the program of animal care are appropriate; adherence to security procedures and confidentiality requirements; other job duties as assigned. This is a physical job. You can expect to be on your feet.

Skills Desired: Must be able to frequently lift up to 50 lbs.; some heavy lifting and pushing, bending; ability to accurately read, record, and communicate information; knowledge of Microsoft Office and general computer knowledge; time management and effective use of time and punctuality are a must.

Schedule: Current shift is Mo-Th, plus weekends on a rotational basis, and holidays; about 12 hours a week, not including weekends. Applicants must have 2-3 hour blocks of time of availability between 8a - 5p, Mo-Th. Summer is a requirement.

Apply by phone: Carol Stevens, 989.774.3015.

GSA or WORK STUDY – Park Library -
The Charles V Park Library and the Clarke Historical Library offer flexible hours, a variety of responsibilities and a desirable work environment. Many student assistants stay with the libraries for their entire college careers. Job vacancies are filled from applications on-file and specific jobs are rarely advertised.

Applicants must have a class schedule to apply. Check the library’s web site for further hiring information and to apply online. Positions listed are examples and do not indicate vacancies. http://bit.ly/1bFAqH2.

Currently Seeking:

Library Systems Student Technician

WORK STUDY – Parks & Recreation Community Service, City of Mount Pleasant – seeks a Recreation Assistant

Duties Include: Works under the general direction of the Recreation Coordinator. Plans, coordinates and implements recreational and athletic programs and activities for our community. This position assists in the on-site coordination of youth and adult sport activities, recreation programs and special events; assists the Recreation Coordinator with equipment ordering, distribution and inventory, and program advertisement; additional responsibilities as assigned.

Skills Desired: Major in sports, recreation or closely related field preferred with experience in planning and organizing recreation/athletic activities and events; must have the ability to work evenings and weekends; must be able to work successfully with co-workers, volunteers, participants, parents and the general public. Must provide own transportation. First aid and CPR certification preferred. Please include cover letter and resume with application.

Schedule: Up to twenty-five (25) hours per week.

To Apply: To apply for the position, visit www.mt-pleasant.org.

WORK STUDY – Philosophy & Religion – seeks an Office Assistant

Duties Include: Receptionist type work including answering the phones, greeting people as they come into office, copying, general office duties and some computer work.

Skills Desired: Good phone etiquette, good with people, knowledge of Microsoft Word; knowledge of Excel spreadsheet is not required but is a plus.

Schedule: Flexible during office hours, 8a-12p and 1-5p, Mo-Fr; applicants must have at least 2 hour blocks of available time during those hours to be
To Apply: Email an attached resume to Betty Lewis, lewis1ec@cmich.edu, or call 989.774.3444 for an appointment to come into the office, Anspach 288.

**WORK STUDY– Public Broadcasting** – seeks a **General Assignment Radio News Reporter**

**Duties Include:** Produce daily newscast stories and features for broadcast within CMU Public Radio’s Morning Edition and All Things Considered. Reporters are expected to prepare questions, record interviews in person or via phone, write copy and edit finished news stories and features.

**Skills Desired:** High energy individual with good journalistic judgment and great writing skills; excellent verbal and written communication; audio editing experience is preferred; high degree of professionalism and reliability; JRN majors preferred; COM, BCA or JRN majors accepted.

**Schedule:** Up to 20 hrs/wk during the Academic Year; some weekend and evening hours may be required. This position requires summer availability.

**To Apply:** Email a resume and cover letter to Amy Robinson, amy.robinson@cmich.edu, or submit in person.

**GSA – Risk Management, Environmental Health & Safety** – seeks an **Online Training Producer**

**Duties Include:** Work under the general supervision of the Environmental Health & Safety Emergency Manager and staff; create, record, edit, and produce training videos for online viewing using available tools for department website; assist with department web page development and edits; must be comfortable with learning new technologies; other duties as assigned. Prior experience is required, and applicants must be motivated to learn; must maintain a minimum 2.01 GPA.

**Skills Desired:** Understand and follow written and verbal directions; work effectively with minimal supervision; excellent customer relations skills. Desirable skills: Public speaking experience; experience using MAC and PC computer systems, Microsoft Office, Final Cut Pro, JavaScript, HTML, and web development.

**Schedule:** Flexible, Mo-Fr, 8a – 5p. Applicants must have Summer 2016 availability.

**To Apply:** Email cover letter and resume to Kathy Litwiller, litwi1km@cmich.edu.

**GSA and WORK STUDY– University Recreation**

CMU's University Recreation department offers a variety of employment opportunities at the Student Activity Center. The SAC work environment prides itself on being not just a job, but an experience. No matter what your academic focus, URec Student Staff gain valuable lifelong skills from their employment experiences at the SAC. With more than a million users and visitors coming into the SAC each year, student staff gets to work in a diverse environment and share a unique employment experience.

**Currently seeking:**

- Building Supervisor – SAC
- Event Staff
- Employment Services Assistant
- Facility Technician
- Group Fitness – Cycling
- Group Fitness – TRX
- Group Fitness - Zumba
- Intramural Supervisor
- Lifeguard
- Program Coordinator – Aquatics
- Program Coordinator – Programming
- SAC Student Manager
- Safety Education Instructor
- Water Safety Instructor