FINLANDIA UNIVERSITY

# 2017-2018 Work-Study Job Openings

ONLY STUDENTS WHO CURRENTLY HAVE WORK-STUDY IN THEIR AWARD AND HAVE RECEIVED WORK-STUDY PAPERWORK FROM THE OFFICE OF FINANCIAL AID ARE ELIGIBLE TO SEEK EMPLOYMENT AT THE FOLLOWING JOBS THROUGH THE WORK-STUDY PROGRAM.

STUDENTS MUST HAVE THEIR WORK-STUDY ASSIGNMENT SHEET WITH THEM FOR THE SUPERVISOR TO SIGN BEFORE SECURING A POSITION. IF YOU NEED A COPY OF YOUR WORK-STUDY ASSIGNMENT SHEET, PLEASE STOP BY THE OFFICE OF FINANCIAL AID. WORK-STUDY AND FINANCIAL AID FILES MUST ALSO BE COMPLETED BEFORE YOU CAN BEGIN WORKING.

IN REGARDS TO WORK-STUDY, PLEASE CONTACT OUR OFFICES AT 906-487-7261:

- IF YOU HAVE ANY QUESTIONS CONCERNING WHETHER OR NOT YOU HAVE WORK-STUDY IN YOUR AWARD OR IF YOU ARE ELIGIBLE.
- IF YOU HAVE ANY OTHER QUESTIONS CONCERNING THE WORK-STUDY/FINANCIAL AID PROCESS.

| Job Title | Department | Supervisor | Contact Info | Pay Rate |
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| **MAINTENANCE ASSISTANT**<br>IN THE WINTER MONTHS, WORK HOURS MAY BEGIN AT 6 OR 7 A.M. GROUNDSKEEPING, SHOVELING, SANDING/SALTING ARE SOME OF THE DUTIES YOU WILL BE RESPONSIBLE FOR. OTHER DUTIES WILL BE ASSIGNED AS NEEDED ON DAYS THE ABOVE ARE NOT NEEDED. STUDENT WORKERS MUST BE ABLE TO WORK INDEPENDENTLY, WITH LITTLE SUPERVISION. STUDENTS MUST BE RESPONSIBLE, AND RELIABLE, AND PUNCTUAL. | MAINTENANCE | CURT HAHKA | 906-487-7380<br>curt.hahka@finlandia.edu<br>MANNERHEIM HALL | $10.85 |
| **HOUSEKEEPING ASSISTANT**<br>HELP WITH THE CLEANING OF ALL BUILDINGS ON CAMPUS—HALLWAYS, CLASSROOMS, BATHROOMS, OFFICES, PICKING UP GARBAGE, ETC. STUDENTS MUST BE ABLE TO WORK INDEPENDENTLY, WITH LITTLE SUPERVISION. STUDENTS MUST BE RESPONSIBLE, RELIABLE, AND PUNCTUAL. | HOUSEKEEPING | CURT HAHKA | 906-487-7380<br>curt.hahka@finlandia.edu<br>MANNERHEIM HALL | $10.85 |
| **SALES ASSOCIATE**<br>DUTIES INCLUDE SERVING CUSTOMERS, HANDLING SALES TRANSACTIONS, ASSISTING WITH ORGANIZATION OF THE STORE AND OPENING AND CLOSING. STUDENT IS REQUIRED TO EXHIBIT A LEVEL OF PROFESSIONAL AND ETHICAL BEHAVIOR AND FOLLOW THE STORE GUIDELINES AS OUTLINED IN THE PROCEDURE MANUAL. | FUEL STUDIO | LISA CASPER<br>KEVIN MANNINEN | lisa.casper@finlandia.edu<br>kevin.manninen@finlandia.edu<br>906-487-7371 | $9.50 |

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| **TriO STUDENT SUPPORT SERVICES PEER MENTOR**<br>SERVE AS A MENTOR TO AN ASSIGNED GROUP OF 1-5 FIRST AND SECOND YEAR FINNU STUDENTS. REQUIRES MENTORS TO BE LEADERS IN PROMOTING A POSITIVE CAMPUS STUDENT CULTURE. SERVE AS AN ADVISOR AND SUPPORT PERSON TO MENTEES. A PEER MENTOR'S MAIN DUTY IS TO ASSIST FIRST AND SECOND YEAR STUDENTS OVERCOME CHALLENGES THAT FIRST AND SECOND YEAR STUDENTS CAN FACE IN THEIR TRANSITION TO COLLEGE. MENTORS WILL ALSO ASSIST WITH WORKSHOPS, EVENTS AND POSSIBLE PRESENTATIONS. SUCCESSFUL CANDIDATES WILL BE SENSITIVE TO UNIQUE CHALLENGES THAT UNDER-PREPARED, FIRST-GENERATION OR STUDENTS WITH DISABILITIES CAN FACE. TRAINING AND SUPERVISION WILL BE GIVEN BY THE TRIO SSS PROFESSIONAL STAFF. ABILITY TO MAINTAIN CONFIDENTIALITY. REGARDING MENTORING IS MANDATORY. STUDENTS SHOULD BE WARM, DEPENDABLE, OUTGOING, AND CURIOUS ABOUT OTHER CULTURES. MENTORS MAY HAVE THE OPPORTUNITY TO ATTEND A STATE OR REGIONAL LEADERSHIP CONFERENCE | TRiO/ STUDENT SUPPORT SERVICES | TERRI OLSON | 906-487-7296<br>terri.olson@finlandia.edu<br>NIKANDER HALL | $9.85 |
| **PEER TUTOR**<br>**TO BE ELIGIBLE, YOU MUST HAVE A GPA OF 3.0 OR HIGHER**<br>TUTOR INDIVIDUAL STUDENTS AND FACILITATE GROUP STUDY SESSIONS, WRITE SUMMARIES OF APPOINTMENTS WITH STUDENTS, REFER STUDENTS EXPERIENCING PERSONAL OR SEVERE ACADEMIC DIFFICULTIES TO THE ACADEMIC SUCCESS COACH, ASSIST STUDENTS WITH TECHNOLOGY, DEMONSTRATE STUDY TECHNIQUES, ATTEND TUTOR MEETINGS. REQUIREMENTS: GOOD INTERPERSONAL SKILLS, COMPETENCY IN SUBJECTS TUTORED, CUMULATIVE GPA OF 3.0 OR ABOVE, GOOD WRITTEN/VERBAL COMMUNICATION SKILLS, SENSITIVE TO NEEDS AND PROBLEMS OF UNDER- PREPARED, DEVELOPMENTAL, OR LEARNING DISABLED STUDENTS. SUPERVISION WILL BE GIVEN BY THE ACADEMIC SUCCESS COACH AND REPORTS TO THE DIRECTOR OF ACADEMIC SUCCESS AND STUDENT LIFE. WORKERS SHOULD CONDUCT THEMSELVES IN A PROFESSIONAL MANNER AND BRING ANY SERIOUS PROBLEMS TO THE DIRECTOR OF ACADEMIC SUCCESS AND STUDENT LIFE. | TLC – TUTORING AND LEARNING CENTER | KATIE CURTIS | 906-487-7326<br>katie.curtis@finlandia.edu<br>MANNERHEIM HALL | $ 9.85 |
| **CAFETERIA – KITCHEN ASSISTANT –FOOD SERVICE**<br>***POSITION MAY BE COMBINED WITH CASHIER/DOOR ATTENDANT POSITION (NEXT DOWN ON LIST)** FOOD SERVICE WORKER DUTIES INCLUDE BUT ARE NOT LIMITED TO: WASHING DISHES, SILVERWARE, POTS, PANS, UTENSILS, ETC., PUTING CLEAN WARES AWAY IN PROPER LOCATIONS. CLEANING AND SANITIZING DINING ROOM TABLES, COUNTERS, AND EQUIPMENT, SWEEPING AND MOPING FLOORS. CHANGE GARBAGES AS NEEDED, ASSISTS WITH THE PREPARATION AND SERVING OF CAFETERIA MENU ITEMS. **ALL FOOD SERVICE PERSONAL MUST WEAR A HAT OR HAIR NET WHILE IN THE KITCHEN OR CAFETERIA. All new staff will be trained on safe food service practices.** | CAFETERIA | TIM NAKKULA | 906-487-7374<br>tim.nakkula@finlandia.edu<br>finlandia@aviands.com<br>FINLANDIA HALL CAFETERIA | $ 9.85 |
| **FOOD SERVICE – CASHIER/DOOR ATTENDANT**<br>***POSITION MAY BE COMBINED WITH KITCHEN ASSISTANT – FOOD SERVICE POSITION (PREVIOUS POSTING ON LIST)** HAVE ALL PATRONS ENTERING THE CAFETERIA PRESENT PROPER F.U. IDENTIFICATION, VERIFY I.D. AS RESIDENT OR NOT – THIS IS A RESIDENT STUDENT'S MEAL PASS, VERIFY THAT ALL NON-RESIDENTS, FACULTY/STAFF ARE PRESENTING A LIONS LUNCH PASS, FINLANDIA EXPRESS PUNCH CARD, OR PAY THE PROPER CASH AMOUNT FOR THAT MEAL. WORKERS WILL HAVE TO REFUSE ADMITTANCE TO ANYONE WITHOUT PROPER I.D. OR AN APPROPRIATE FORM OF PAYMENT. IN ADDITION, KEEP A RUNNING TALLY OF ALL WHOM ENTER THE CAFETERIA, BE RESPONSIBLE FOR CASH TRANSACTIONS AND OPERATING A CASH REGISTER. QUALIFICATIONS: PREFER STUDENTS THAT ARE IN THEIR SOPHOMORE YEAR OR BEYOND AND THOSE THAT ARE ENROLLED IN THE | CAFETERIA | TIM NAKKULA | 906-487-7374<br>tim.nakkula@finlandia.edu<br>finlandia@aviands.com<br>FINLANDIA HALL CAFETERIA | $ 9.85 |

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| CRIMINAL JUSTICE PROGRAM | | | | |
| **OFFICE ASSISTANT**<br>DUTIES INCLUDE THE FOLLOWING: ASSISTANCE WITH GENERAL OFFICE DUTIES INCLUDING FILING, PICKING UP MAIL DAILY, DELIVERY TO OTHER AREAS ON CAMPUS, SHREDDING, AND HELPING WITH OTHER PROJECTS AS NEEDED. ALSO COVERING/HELPING OUT DURING VACATIONS (ANSWERING THE PHONE AND TAKING MESSAGES, GREETING VISITORS, AND OTHER WORK AS NEEDED). REQUIREMENTS INCLUDE A PERSON WHO IS RELIABLE, HAS THE ABILITY TO BE PROFESSIONAL AND MAINTAIN CONFIDENTIALITY, WITH GOOD SOCIAL SKILLS. | OFFICE OF THE PRESIDENT | DOREEN KORPELA | 906-487-7201<br>doreen.korpela@finlandia.edu<br>HOOVER CENTER, 1ST FLOOR | $9.50 |
| **SECURITY ASSISTANT**<br>ISSUING STUDENT ID'S AND PARKING PERMITS, ENFORCING PARKING ZONES/ISSUING CITATIONS, PATROLLING AND SECURING CAMPUS FACILITIES, REPORTING INCIDENTS & ACCIDENTS THAT OCCUR ON CAMPUS. EMPLOYEES MUST BE ABLE TO MAINTAIN STRICT CONFIDENTIALITY IN ALL MATTERS. BE TRUSTWORTHY, PUNCTUAL, RESPONSIBLE, ABLE TO PASS A BACKGROUND INVESTIGATION - FREE OF ANY CONVICTION FOR A FELONY OFFENSE, ABLE TO WORK WEEKENDS AND/OR EVENINGS, CRIMINAL JUSTICE MAJOR AND/OR MINOR. | SECURITY | JIM HARDEN | 906-487-7307<br>jim.harden@finlandia.edu<br>FINLANDIA HALL | $9.50 |
| **SCAS ESL WORK-STUDY: INTERNATIONAL AMBASSADOR**<br>TAKE PART IN ASSISTING IN THE IMPLEMENTATION OF THE ENGLISH LANGUAGE PROGRAM FOR INTERNATIONAL STUDENTS. DUTIES INCLUDE: WEEKLY ENGLISH CONVERSATION SESSIONS WITH STUDENTS LEARNING ENGLISH AS A SECOND LANGUAGE (ESL), HELP SETTING UP AND PARTICIPATING IN FIELD TRIPS, POTLUCKS, THE PARADE OF NATIONS, LUNCHROOM CONVERSATION TABLE, AND OTHER ACTIVITIES. HELP WITH SECRETARIAL & ADMINISTRATIVE DUTIES, SUCH AS MAILING OUT PACKETS TO PROSPECTIVE STUDENTS, UPDATING THE WEBSITE, ORDERING SUPPLIES, PHOTOCOPYING, ORGANIZING PHOTOS, UPDATING FACEBOOK AND ESL BLOGS, ETC., AND BE AN ACTIVE PARTICIPANT IN THE INTERNATIONAL CLUB. STUDENTS SHOULD BE WARM, DEPENDABLE, OUTGOING, AND CURIOUS ABOUT OTHER CULTURES. SENSE OF HUMOR AND COMPUTER SKILS ARE A PLUS. | SCAS – SUOMI COLLEGE OF ARTS & SCIENCES | JANICE COX-ADOLPHS | 906-487-7515<br>janice.coxadolphs@finlandia.edu<br>MANNERHEIM HALL | $ 9.50 |
| **TUTOR/MENTOR & OFFICE ASSISTANT**<br>WILLING TO TRAVEL TO TUTOR/MENTOR AND ASSIST AT AREA AFTER- SCHOOL STUDY SESSIONS, AND ASSIST WITH GENERAL OFFICE DUTIES. CANDIDATES SHOULD HAVE THE ABILITY TO MAINTAIN CONFIDENTIALITY. COMPUTER EXPERIENCE PREFERRED. STRONG MATH, ENGLISH AND/OR SCIENCE SKILLS NEEDED FOR TUTORING POSITIONS. | TRiO PRECOLLEGE OUTREACH PROGRAMS | KIM GUNDLACH | 906-487-7343<br>kim.gundlach@finlandia.edu<br>305 JUTILA CENTER | $ 9.50 |
| **GALLERY ASSISTANT**<br>DUTIES INCLUDE: GREETING PUBLIC VISITORS, GALLERY MAINTENANCE WHEN NEEDED, ANSWERING QUESTIONS AND ASSISTING IN THE SALES OF ARTWORK. WORK HOURS WILL GENERALLY BE THURSDAY EVENINGS AND SATURDAY AFTERNOONS. IF THE GALLERY IS NOT OPENED DUE TO AN EXHIBIT INSTALLATION, YOU CAN MAKE UP YOUR HOURS DOING ALTERNATIVE DUTIES. THIS IS A PROFESSIONAL POSITION AND WORK-STUDY STUDENTS MUST ACCEPT THE RESPONSIBILITY OF WORKING IN A PROFESSIONAL SETTING. INCLUDING DRESSING APPROPRIATELY AND INTERACTING WITH THE PUBLIC IN A PROFESSIONAL MANNER AND MAKING SURE THE BUILDING IS PROPERLY SECURED AFTER YOUR SHIFT.YOU ARE EXPECTED TO WORK ALL POSTED HOURS AND ARE RESPONSIBLE FOR READING THE INFORMATION IN THE BINDER ABOUT THE ARTIST(S) AND BE ABLE TO ANSWER QUESTIONS FROM THE PUBLIC. YOU WILL HAVE INTERNET ACCESS, WITH THE ABIILTY TO DO HOMEWORK IF NO ONE FROM THE PUBLIC IS IN THE GALLERY, HOWEVER, YOU MUST MAINTAIN A NEAT WORK SPACE THAT DOES NOT ALLOW HOMEWORK TO BE SPREAD OUT. | FAHC GALLERY | CARRIE FLASPOHLER | 906-487-7500<br>carrie.flaspohler@finlandia.edu<br>FINNISH-AMERICAN HERITAGE CENTER | $ 9.50 |
| **SALES ASSOCIATE** | NORTH WIND BOOKS | ALANA NOLAN | 906-487-7309 | $ 9.50 |

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| PROVIDE EXCELLENT CUSTOMER SERVICE, PERFORM CLERICAL DUTIES, COMMUNICATE CLEARLY WITH CUSTOMERS AND MANAGEMENT, ASSIST IN MONITORING FLOOR STOCK, AND PERFORM OTHER DUTIES AS ASSIGNED. WORKERS SHOULD BE DEPENDABLE, ABLE TO SERVE CUSTOMERS, WILLING TO LEARN, AND WILLING TO MAINTAIN APPROPRIATE APPEARANCE. | | APRIL STEVENS | Alana.nolan@finlandia.edu<br>906-487-7358<br>april.stevens@finlandia.edu<br>NORTHWIND BOOKS | |
| **ARCHIVES ASSISTANT**<br>TO HELP WITH THE DAILY OPERATIONS OF THE FINNISH-AMERICAN ARCHIVE AND MUSEUM. STUDENTS WILL NEED TO BE ABLE TO WORK WITH THE PUBLIC IN A PLEASANT MANNER, AS THIS IS A PUBLIC FACILITY THAT SEES A NUMBER OF VISITORS. WORKERS MUST BE ABLE TO LEARN AND ANSWER QUESTIONS REGARDING THE FACILITY, BECOME ACQUAINTED WITH ALL ACTIVITIES THAT TAKE PLACE IN THE ARCHIVE, INCLUDING: RESEARCH IN THE FAMILY HISTORY COLLECTIONS – REQUIRING A WORKING KNOWLEDGE OF COMPUTERS, ASSIST WITH DAILY OFFICE WORK, ASSIST IN PROCESSING COLLECTIONS, FILING, AND | ARCHIVES | JOANNA CHOPP | 906-487-7347<br>joanna.chopp@finlandia.edu<br>FINNISH-AMERICAN HERITAGE CENTER | $ 9.50 |
| **OFFICE ASSISTANT**<br>PRIMARY DUTIES INCLUDE: COMPUTER DATA ENTRY, CUSTOMER SERVICE, CLERICAL WORK, AND OTHER DUTIES AS NECESSARY. EMPLOYEE WILL HANDLE MONEY, WORK WITH CUSTOMERS BOTH FACE-TO-FACE AND OVER THE PHONE, AND ON OCCASION WORK IN OTHER FAHC DEPARTMENTS. THIS EMPLOYEE SHOULD BE RESPONSIBLE AND PUNCTUAL AND HAVE BASIC COMPUTER AND CLERICAL SKILLS. | FINNISH AMERICAN REPORTER | DAVID MAKI<br>JIM KURTTI | 906-487-7549<br>david.maki@finlandia.edu<br>jim.kurtti@finlandia.edu<br>FINNISH-AMERICAN HERITAGE CENTER | $9.50 |
| **ADMISSIONS ASSISTANT**<br>UNDER THE DIRECTION OF ADMISSIONS AND THE COORDINATOR OF ADMISSIONS OPERATIONS, YOU WILL BE RESPONSIBLE FOR AND BE INVOLVED IN SEVERAL DEPT TASKS: FILING, DATA ENTRY, ANSWERING TELEPHONES, GREET VISITORS, OTHER DUTIES AS ASSIGNED. ADDITIONALLY, YOU HAVE THE OPPORTUNITY TO PARTICIPATE IN OTHER ADMISSIONS ACTIVITIES SUCH AS MEET FINLANDIA DAYS. REQUIREMENTS: OUTGOING WITH A FRIENDLY DISPOSITION AND WILLING TO SPEAK POSITIVELY ABOUT YOUR EXPERIENCE AT FINLANDIA, ACCURATE DATA ENTRY, PROOFREADING, PROFESSIONAL TELEPHONE MANNERS, NEAT APPEARANCE, GOOD ORGANIZATIONAL SKILLS. MUST BE ABLE TO MAINTAIN CONFIDENTIALITY WITH STUDENT INFORMATION. WORK SCHEDULE WILL BE DEVELOPED WITH THE SUPERVISOR. MOST WORK WOULD BE DURING THE COURSE OF THE DAY, HOWEVER, SOME EVENING AND/OR WEEKEND HOURS MAY BE REQUIRED. | ADMISSIONS | KELLY DOSTALER | 906-487-7263<br>kelly.dostaler@finlandia.edu<br>JUTILA CENTER – 6TH FLOOR | $ 9.50 |
| **ADMISSIONS CALLER**<br>MAKE CALLS TO PROSPECTIVE STUDENTS, RECORD SUMMARIES OF YOUR CONVERSATIONS WITH PROSPECTIVE STUDENTS AND ASSIST IN PUTTING PACKETS OF UNIVERSITY INFORMATION TOGETHER. YOU WILL HAVE THE OPPORTUNITY TO PARTICIPATE IN OTHER ADMISSIONS ACTIVITIES SUCH AS MEET FINLANDIA DAYS. REQUIREMENTS: OUTGOING WITH A FRIENDLY DISPOSITION AND WILLING TO SPEAK POSITIVELY ABOUT YOUR EXPERIENCE AT FINLANDIA, PROFESSIONAL PHONE MANNERS, NEAT APPEARANCE, GOOD ORGANIZATIONAL SKILLS. MUST BE ABLE TO MAINTAIN CONFIDENTIALITY WITH STUDENT INFORMATION. WORK SCHEDULE WILL BE TUESDAY, WEDNESDAY, AND THURSDAY, EARLY EVENINGS; APPROXIMATELY 5:00 – 7:00 P.M. OR 6:00 – 8:00 P.M., UNDER THE DIRECTION OF THE VP FOR ENROLLMENT. SOME HOURS ON WEEKENDS MAY BE REQUIRED. | ADMISSIONS | KELLY DOSTALER | 906-487-7263<br>kelly.dostaler@finlandia.edu<br>JUTILA CENTER – 6TH FLOOR | $10.60 |
| **FRONT DESK ASSISTANT**<br>FRONT DESK STAFF ARE RESPONSIBLE FOR CHECKING STUDENTS IN AND OUT OF THE TLC FOR TUTORING AND WORKSHOPS. THEY ARE ALSO RESPONSIBLE MAKE TUTORING APPOINTMENTS, ANSWER ALL INCOMING CALLS, COMPLETE CLERICAL WORK AND OTHER DUTIES AS ASSIGNED. | TLC – TUTORING AND LEARNING CENTER | KATIE CURTIS | 906-487-7326<br>katie.curtis@finlandia.edu<br>MANNERHEIM HALL | $ 9.25 |
| **NURSING PROGRAM** | NURSING | JAN WOODBECK | 906-487-7305 | $ 9.25 |

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| ***MUST BE JUNIOR- OR SOPHOMORE-LEVEL NURSING MAJOR STUDENT***<br>JOB DUTIES: SUPERVISE SKILLS LAB OPEN LAB HOURS ON SUNDAY, MINIMUM OF 3 HOURS EACH WEEK. ASSIST OTHER NURSING STUDENTS WITH SKILLS PRACTICE AND CLASSWORK. CLEAN LAB: VACUUM AND SWEEP, WASH TABLES AND SURFACES, MAKE BEDS, TIDY-UP. ADDITIONAL DUTIES AS ASSIGNED BY NURSING FACULTY. ADDITIONAL HOURS MID-WEEK WHERE NEEDED: SHREDDING, FILING, CLEANING, LAB LAUNDRY, LAB SET-UP/TAKE-DOWN. ADDITIONAL DUTIES AS ASSIGNED. | | | jan.woodbeck@finlandia.edu<br>MANNERHEIM HALL 208 | |
| **MEDICAL ASSISTANT PROGRAM**<br>DUTIES WILL INCLUDE MONITORING THE MA CLASSROOM/LAB, MA LAUNDRY, COPYING, FILING, SCANNING, AND RUNNING ERRANDS. STUDENTS SHOULD BE WELL-ORGANIZED AND ABLE TO WORK INDEPENDENTLY, ALONG WITH HAVING COMPUTER SKILLS - EXPERIENCE WITH WINDOWS IS NEEDED. | MEDICAL ASSISTANT | SAMANTHA SAINT-ONGE | 906-487-7367<br>samantha.saintonge@finlandia.edu<br>MANNERHEIM HALL | $9.25 |
| **FINNISH STUDIES PROGRAM ASSISTANT**<br>POSITION WILL INCLUDE A VARIETY OF ACTIVITIES INCLUDING COURSE MATERIAL PREPARATION, INTERNET-BASED DATA RESEARCH AND COLLECTION, DESIGNING AND CREATING BULLETIN BOARD DISPLAYS, FLIER CREATION AND DISTRIBUTION AS NEEDED, AND CLERICAL DUTIES. NO PRIOR KNOWLEDGE OF THE LANGUAGES AND CULTURES OF FINLAND IS REQUIRED. | FINNISH STUDIES | HILARY VIRTANEN | 906-487-7514<br>hilary.virtanen@finlandia.edu<br>MANNERHEIM HALL | $ 9.25 |
| **FRONT DESK ASSISTANT**<br>WORK IN A RESIDENCE LIFE OFFICE UNDER THE DIRECT SUPERVISION OF THE HOUSING COORDINATOR TO PROVIDE<br>EXCELLENT CUSTOMER SERVICE AND CONTRIBUTE TO THE SAFETY AND SECURITY OF STUDENTS LIVING IN THE RESIDENCE HALL. RESPONSIBILITIES INCLUDE: PROVIDE FRIENDLY/PROFESSIONAL CUSTOMER SERVICE, ANSWER PHONES/RESPOND TO INQUIRIES OF RESIDENTS AND GENERAL PUBLIC, SIGN OUT GAMES AND EQUIPMENT, SUBMIT I.T. AND HOUSING WORK ORDER REQUESTS TO THE HOUSING COORDINATOR, MAINTAIN SECURITY BY BEING FAMILIAR W/ SURROUNDINGS AND FINLANDIA RESIDENTS/GUESTS, UPHOLD UNIVERSITY POLICY WHEN NECESSARY, ENCOURAGE STUDENTS TO TAKE RESPONSIBILITY FOR THEIR ACTIONS, PROVIDE FRONT DESK COVERAGE AS SCHEDULED, ATTEND RESIDENCE LIFE TRAINING BEFORE THE START OF EACH SEMESTER; BE AVAILABLE TO ASSIST WITH WELCOME WEEK, COMMPLETE AND MAINTAIN PAPERWORK FOR RESIDENCE HALL RECORDS AND FRONT DESK RESPONSIBILITIES, PRODUCE FLYERS FOR CAMPUS EVENTS, MAINTAIN CLEANLINESS OF COMMON AREAS OF F. HALL, OTHER DUTIES AS ASSIGNED. QUALIFICATIONS: BE COMMITTED TO SERVING IN THIS POSITION FOR ONE COMPLETE ACADEMIC YEAR, POSSESS LEADERSHIP QUALITIES BENEFICIAL TO AN EDUCATIONAL ENVIRONMENT, BE PERSONABLE AND COMMITTED TO QUALITY CUSTOMER SERVICE. | RESIDENCE LIFE | LEANN FOGLE | 906-487-7276<br>leann.fogle@finlandia.edu<br>FINLANDIA HALL – 1ST FLOOR | $ 9.25 |
| **PIANIST/MUSIC ARCHIVIST**<br>DUTIES INCLUDE: ACCOMPANYING POSSIBLE MUSIC PERFORMANCES (SUCH AS WITH "SECOND TUESDAY RECITAL SERIES", ETC.). AS TIME AND HOURS PERMIT – ORGANIZING (CATALOGING) MUSIC, INSTRUMENTS, ETC. | CAMPUS OF ST MATTHEW | SOREN SCHMIDT | 906-487-7239<br>soren.schmidt@finlandia.edu | $9.25 |
| **COORDINATOR OF "THE TABLE"**<br>DUTIES INCLUDE: MAINTAINING INVENTORY AND FACILITATE USE OF THE FINLANDIA UNIVERSITY FOOD PANTRY, THE TABLE, KEEPING AN INVENTORY OF STOCK, MAINTAINING AND CREATING NEW DONATION STREAMS, PROMOTING THE TABLE AND OTHER DUTIES AS ASSIGNED. MUST HAVE AT LEAST A ONE-HOUR BLOCK OF TIME, PREFERABLY DAILY BUT AT LEAST FOUR DAYS/WEEK, TO OPEN AND OPERATE THE TABLE. IDEALLY THIS WOULD BE MID-DAY. | CAMPUS OF ST MATTHEW | SOREN SCHMIDT | 906-487-7239<br>soren.schmidt@finlandia.edu | $9.25 |
| **COORDINATOR OF CAMPUS MINISTRY CENTER**<br>WEEKLY DUTIES INCLUDE COORDINATING THE CALENDAR | CAMPUS OF ST MATTHEW | SOREN SCHMIDT | 906-487-7239<br>soren.schmidt@finlandia.edu | $9.25 |

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| FOR USE OF THE CAMPUS MINISTRY CENTER, SETTING UP AND PLANNING FOR CAMPUS MINISTRY CENTER FUNCTIONS AND EVENTS, AND UPDATING THE CAMPUS MINISTRY CENTER WEB PAGES AND BULLETIN BOARDS ON CAMPUS. OTHER DUTIES AS DEEMED NECESSARY MAY INCLUDE, BUT ARE NOT LIMITED TO: MAINTAINING THE CLEANLINESS OF THE KITCHEN, PHOTOCOPYING, CONTACTING COMMUNITY RELATIONS, AND COMMUNICATIONS WITH EMPLOYEES AND STUDENTS. DESIRED QUALITIES: SELF-DIRECTED, HIGH STANDARD OF CLEANLINESS, GOOD COMMUNICATION, GOOD WITH PEOPLE, CREATIVE THINKER, BASIC COMPUTER SKILLS. | | | | |
| **RECEPTIONIST/OFFICE ASSISTANT**<br>ACT AS RECEPTIONIST/HOST FOR THE JUTILA CAMPUS, GREET VISITORS IN A FRIENDLY/HELPFUL MANNER, PHYSICALY DIRECT THEM TO APPROPRIATE BUSINESSES/DEPARTMENTS, AND PROVIDE BUILDING INFORMATION. ASSIST THE VP UNIVERSITY RELATIONS AND COORDINATOR/HR SPECIALIST IN A VARIETY OF OFFICE DUTIES, INCLUDING: LIGHT TYPING, PHOTOCOPYING, FLING, BULK MAILINGS, LABELING, FOLDING, ROOM SCHEDULING, WEB PAGE DEVELOPMENT & MAINTENANCE, LIGHT MAINTENANCE/CLEANING. WORKERS SHOULD BE RESPONSIBLE/RELIABLE/DEPENDABLE, ABLE TO WORK WITH MINIMAL SUPERVISION, BASIC KNOWLEDGE OF MICORSOFT OFFICE PRODUCTS IS PREFERRED, UNDERSTANDING OF APPROPRIATE CONDIFENTIALITY, ABLE TO WORK UNDER DEADLINE PRESSURES, BE PERSONABLE, FRIENDLY, AND ACCESSIBLE. SUPERVISION WILL BE PROVIDED BY THE COORDINATIOR/HR SPECIALIST IN PORTAGE CAMPUS ROOM 319. | CGDB – JUTILA CTR. | ALYSON DELANDSHEER | 906-487-7339<br>alyson.delandsheer@finlandia.edu<br>JUTILA CENTER – MAIN FLOOR | $ 9.25 |
| **ISB –COMPUTER LAB ASSISTANT**<br>AVAILABLE IN THE COMPUTER LAB TO PROVIDE USERS WITH GENERAL OPERATIONAL ASSISTANCE OF COMPUTERS AND /OR SOFTWARE AND/OR PRINTERS. MAINTAIN THE PAPER SUPPLY OF THE PRINTERS. MONITOR THE COMPUTER LAB FOR ANY MALFUNCTIONS ON MACHINERY OR INAPPROPRIATE INTERNET USAGE THAT NEEDS TO BE REPORTED. KEEP THE LAB CLEAN AND PRESENTABLE. NEED TO BE ABLE TO POSSIBLY WORK EVENINGS AND/OR WEEKENDS, WORK INDEPENDENTLY, HAVE GOOD INTERPERSONAL SKILLS. THE ABILITY TO OPERATE THE COMPUTERS AND HAVE SOFTWARE PROGRAM KNOWLEDGE IS A PLUS. | COMPUTER LAB – MAKI LIBRARY | KEVIN MANNINEN | 906-487-7371<br>kevin.manninen@finlandia.edu<br>MANNERHEIM HALL<br>SCHOOL OF BUSINESS | $ 9.25 |
| **TriO STUDENT SUPPORT SERVICES OFFICE ASS'T**<br>GREET ALL PERSONS ENTERING THE OFFICE, ASSIST PARTICIPANTS WITH COPY CENTER REQUESTS AND SUPPLIES, ASSIST STAFF WITH OCCASIONAL PROJECTS, ENTER COPY CENTER REQUEST INTO COMPUTER, SCHEDULE STUDENT APPOINTMENTS FOR STAFF AND TUTORS, MONITOR PRINTING IN THE TRiO COMPUTER LAB, DAILY OFFICE DUTIES AS ASSISGNED. | TRiO/ STUDENT SUPPORT SERVICES | TERRI OLSEN | 906-487-7296<br>terri.olsen@finlandia.edu<br>NIKANDER HALL | $9.25 |
| **LIBRARY ASSISTANT 1**<br>PROVIDE CUSTOMER SERVICE (IN PERSON AND PHONE) AT CIRCULATION DESK, CHARGE/DISCHARGE LIBRARY MATERIALS USING AUTOMATED CIRCULATION, SHELVE LIBRARY MATERIALS, LEARN THE DEWEY SYSTEM AND HOW TO ACCESS THE PUBLIC ACCESS CATALOG AND DATABASES, DELIVERY & SET UP/RETRIEVE AV EQUIPMENT, RETRIEVE MAIL, PROCESS PERIODICALS AND BOOKS, CLEAN AND ORGANIZE WITHIN LIBRARY, CHOOSE AND MAINTAIN AN AREA OF RESPONSIBILITY (AoR) AND OTHER DUTIES AS ASSIGNED. MUST BE RELIABLE, HAVE A SENSE OF RESPONSIBILITY, BE POLITE AND HAVE GOOD INTERPERSONAL SKILLS, ABLE TO WORK INDEPENDENTLY & COOPERATIVELY, HAVE ATTENTION TO DETAIL, GOOD JUDGMENT AND MATURITY. LIBRARY HOURS: SUNDAYS 3PM-11PM, MONDAYS-THURSDAYS 8AM-11PM, FRIDAYS 8AM-4PM AND SATURDAYS 1-5PM.<br>* ON SATURDAYS (1-5) AND EVENINGS (8PM-MIDNIGHT), 4 HOUR SHIFTS ARE REQUIRED. | MAKI LIBRARY | AIREN CAMBELL-OLSZEWSKI<br><br>REBECCA DALY | 906-487-7502<br>airen.compbellolszewski@finlandia.edu<br>MAKI LIBRARY<br><br>906-487-7253<br>rebecca.daly@finlandia.edu<br>MAKI LIBRARY | $ 9.25 |
| **LIBRARY ASSISTANT 2**<br>MUST BE A RETURNING LIBRARY WORK STUDY STUDENT WHO ATTAINED COMPETENCY IN BASIC LIBRARY SKILLS | MAKI LIBRARY | AIREN CAMBELL-OLSZEWSKI | 906-487-7502<br>airen.compbellolszewski@finlandia.edu<br>MAKI LIBRARY | $ 9.50 |

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| AND SERVICES, DEMONSTRATED ATTENTION TO DETAILS, FOLLOWING ORAL AND WRITTEN INSTRUCTIONS AND LIBRARY PROCEDURES, CODE OF CONDUCT AND SAFETY GUIDLINES. THIS POSITION WILL REQUIRE INCREASED RESPONSIBILITY AND SKILL IN ONE OF THE FOLLOWING AREAS: PROCESSING BOOKS, SHELVING MAIN STACKS BOOKS, ASSISTING WITH SPECIAL PROJECTS OR SOCIAL MEDIA COORESPONDENCE. WILLINGNESS TO GUIDE LESS EXPERIENCED LIBRARY ASSISTANTS IN BASIC LIBRARY SERVICES AND COVER LIBRARY ASSISTANT 1 DUTIES IF NEEDED. MUST BE RELIABLE, RESPONSIBLE, HAVE STRONG COMMUNICATION SKILLS, ABILITY TO SOLVE PROBLEMS, INDEPENDENT REASONING, BASIC COMPUTER SKILLS AND PERSONABLE. LIBRARY HOURS: SUNDAYS 3PM-11PM, MONDAYS-THURSDAYS 8AM-11PM, FRIDAYS 8AM-4PM AND SATURDAYS 1-5PM.<br>* ON SATURDAYS (1-5) AND EVENINGS (7PM TO 11PM), 4 HOUR SHIFTS ARE REQUIRED. | | REBECCA DALY | 906-487-7253<br>rebecca.daly@finlandia.edu<br>MAKI LIBRARY | |
| **OFFICE ASSISTANT**<br>ASSIST WITH PHONE COVERAGE, FILING, COMPUTER DATA ENTRY, AND OTHER DUTIES AS ASSIGNED. MUST BE ABLE TO WORK INDEPENDENTLY AND BE RESPONSIBLE AND RELIABLE. BASIC OFFICE SKILLS ARE DESIRED. | PURCHASING/ FACILITIES MGMT | JANINE NOTTKE | 906-487-7229<br>janine.nottke@finlandia.edu<br>OLD MAIN – 1ST FLOOR | $ 9.25 |
| **COMMUNICATIONS ASSISTANT**<br>FINLANDIA'S COMMUNICATION DEPARTMENT IS LOOKING FOR HIGH-ENERGY, SELF-MOTIVATED AND SKILLED INDIVIDUALS INTERESTED IN TELLING FINLANDIA'S STORY. APPLICANTS SHOULD DEMONSTRATE SKILLS IN THREE OR MORE OF THE FOLLOWING AREAS: ANALYSIS, WRITING, VERBAL COMMUNICATION, COMPUTER SKILLS SUCH AS WORD PROCESSING, E-MAIL AND SPREADSHEET MANAGEMENT, USABILITY, USER TESTING, EDITING/PROOFREADING, MARKETING, EVENT PROMOTION, GRAPHIC DESIGN, SOCIAL MEDIA MANAGEMENT, PHOTOGRAPHY, AUDIO-VISUAL PRODUCTION OR WEB SITE EDITING/PRODUCTION. PLEASE PROVIDE EXAMPLE WORK, IF POSSIBLE. ABOVE ALL, APPLICANTS SHOULD BE HIGHLY SELF-DIRECTED, WILLING TO TAKE ON NEW CHALLENGES, MOTIVATED TO HELP TELL FINLANDIA'S STORY AND INTERESTED IN GAINING REAL-WORLD EXPERIENCE. HOURS WILL BE FLEXIBLE, ACTUAL DUTIES TO BE DETERMINED BASED ON INDIVIDUAL SKILL SET. | COMMUNICATION OFFICE | MICHAEL BABCOCK | 906-487-7348<br>michael.babcock@finlandia.edu<br>JUTILA CENTER – 6TH FLOOR | $ 9.25 |
| **MAIL CENTER/SWITCHBOARD ASSISTANT**<br>DUTIES INCLUDE, ASSISTING WITH BASIC OFFICE DUTIES; INCLUDING FILING, COPYING, HANDLING OF CAMPUS AND OFF-CAMPUS MAIL AND OTHER DUTIES AS ASSIGNED. STUDENTS MUST BE ABLE TO HANDLE MONEY ACCURATELY. THEY MUST HAVE THE ABILITY TO WORK INDEPENDENTLY OR WITH PEERS, MUST BE ABLE TO ACCURATELY FILE, KEEP UP WITH POSTAL AND SHIPPING FEES AND REGULATIONS, LEARN AND RETAIN INFORMATION, HAVE GOOD PHONE ETIQUETTE FOR THE SWITCHBOARD, LIFT AND HANDLE UP TO 50 POUNDS, AND BE PROMPT, RELIBABLE, COURTEOUS, AND TRUSTWORTHY. BASIC COMPUTER SKILLS REQUIRED AND THE ABILITY TO KEEP CONFIDENTIALITY. | MAIL CENTER | ANGELA PRICE | 906-487-7204<br>angela.price@finlandia.edu<br>MANNERHEIM HALL | $ 9.25 |
| **PUBLIC HISTORY PROJECT ASSISTANT**<br>ASSIST IN COMPLETING AN ORAL HISTORY PROJECT FOR A COMMUNITY MUSEUM. PRIMARILY, DUTIES INCLUDE LISTENING TO AUDIO/VIDEO INTERVIEWS AND TRANSPOSING DIALOG; TYPING AND ORGANIZING THESE INTERVIEWS; WORKING WITH HISTORIANS TO ANALYZE THE DOCUMENTS; AND OTHER DUTIES RELATED TO FINLANDIA'S GROWING HISTORY PROGRAM, WITH THE POSSIBILITY OF WEBPAGE DEVELOPMENT, PROFESSIONAL COURSE AND PROGRAM ADVERTISEMENTS, DATA COLLECTION AND ORGANIZATION, COMMUNITY OUTREACH, ETC. AN IDEAL STUDENT WILL BE SELF-SUFFICIENT AND INDEPENDENT, ABLE TO WORK WITHOUT CLOSE SUPERVISION, AND WHO CAN MAKE STEADY | SCAS – HISTORY | WILLIAM KNOBLAUCH | 906-487-7318<br>william.knoblauch@finlandia.edu<br>MANNERHEIM HALL | $ 9.25 |

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| PROGRESS WEEK-BY-WEEK. | | | | |
| **ART & DESIGN LAB ASS'T. – GRAPHIC DESIGN STUDIO**<br>SAFETY SUPERVISION OF STUDENTS WORKING IN THE LAB/STUDIOS, CLEANING/SIMPLE MAINTENANCE OF LAB/STUDIOS AND EQUIPMENT, PREPARE MATERIALS TO BE USED IN INSTRUCTION, ASSIST WITH USE OF PRINTERS IF NEEDED AND MAINTAIN PAPER SUPPLY OF PRINTER, PREPARE USED TONER CARTRIDGES FOR RECYCLING/RETURN, MAINTAIN ISAD WEBSITE & SOCIAL MEDIA, KEEP THE ROOM AND EQUIPMENT CLEAN. ASSISTANT SHOULD HAVE THE ABILITY TO USE JUDGMENT, BE RESONSIBLE/RELIABLE, ABLE TO WORK WIHOUT CLOSE SUPERVISION, ABLE TO WORK A FLEXIBLE SCHEDULE IF NECESSARY, HAVE GENERAL KNOWLEDGE OF STUDIO/LABS. | INTERNATIONAL SCHOOL OF ART & DESIGN (ISAD) | LISA BROEMER | 906-487-7225<br>lisa.broemer@finlandia.edu<br>JUTILA CAMPUS | $ 9.25 |
| **ART & DESIGN LAB ASS'T – PAINTING STUDIO (211)**<br>SAFETY SUPERVISION OF STUDENTS WORKING IN THE LAB/STUDIOS, CLEANING/SIMPLE MAINTENANCE OF LAB/STUDIOS AND EQUIPMENT, PREPARE MATERIALS TO BE USED IN INSTRUCTION, ORGANIZE MATERIALS IN LOCKED STORAGE AND THE ACCESSIBLE STUDENT CABIINETS, CONDUCT INVENTORY OF SUPPLIES, COMMUNICATE WITH FELLOW STUDENTS AS TO PROPRER STUDIO PROTOCOL, PERFORM ROUTINE MAINTENANCE OF ARTWORK STORAGE AREA IN HALLWAY, ENSURE NO WORK POSES ANY INTERFERENCE OR THREAT IN CASE OF AN EMERGENCY. ASSISTANT SHOULD HAVE THE ABILITY TO USE JUDGMENT, BE RESONSIBLE/RELIABLE, ABLE TO WORK WIHOUT CLOSE SUPERVISION, ABLE TO WORK A FLEXIBLE SCHEDULE IF NECESSARY, HAVE GENERAL KNOWLEDGE OF STUDIO AND MEDIUMS EMPLOYED IN SAID SPACE. | INTERNATIONAL SCHOOL OF ART & DESIGN (ISAD) | LISA BROEMER | 906-487-7225<br>lisa.broemer@finlandia.edu<br>JUTILA CAMPUS | $ 9.25 |
| **ART & DESIGN LAB ASS'T – DRAWING STUDIO (104)**<br>SAFETY SUPERVISION OF STUDENTS WORKING IN THE LAB/STUDIOS, CLEANING/SIMPLE MAINTENANCE OF LAB/STUDIOS AND EQUIPMENT, PREPARE MATERIALS TO BE USED IN INSTRUCTION, ORGANIZE MATERIALS IN LOCKED STORAGE AND THE ACCESSIBLE STUDENT CABIINETS, CONDUCT INVENTORY OF SUPPLIES, COMMUNICATE WITH FELLOW STUDENTS AS TO PROPRER STUDIO PROTOCOL, BE RESPONSIBLE FOR PHYSICAL TRANFERENCE OF MATERIALS BETWEEN STUDIOS, BE CONSCIOUS OF ARTWORK LEFT IN STUDIO AND ORGANIZING ITS WHEARABOUTS AS TO NOT INTERFERE WITH CLASSROOM PROTOCOL. ASSISTANT SHOULD HAVE THE ABILITY TO USE JUDGMENT, BE RESONSIBLE/RELIABLE, ABLE TO WORK WIHOUT CLOSE SUPERVISION, ABLE TO WORK A FLEXIBLE SCHEDULE IF NECESSARY, HAVE GENERAL KNOWLEDGE OF STUDIO AND MEDIUMS EMPLOYED IN SAID SPACE. | INTERNATIONAL SCHOOL OF ART & DESIGN (ISAD) | LISA BROEMER | 906-487-7225<br>lisa.broemer@finlandia.edu<br>JUTILA CAMPUS | $ 9.25 |
| **ART & DESIGN LAB ASS'T – MODEL SHOP/INEGRATED DESIGN STUDIO**<br>SAFETY SUPERVISION OF STUDENTS WORKIN IN THE LAB/STUDIOS, CLEANING WORK TABLES, FLOOR MOPPING AND RETURNING MATERIALS LEFT OUT TO PROPER STORAGE, EMPTYING RECYCLING BIN AND TRASH BINS AS WELL AS SIMPLE MAINTENANCE OF LAB/STUDIOS AND EQUIPMENT, PREPARE MATERIAL TO BE USED IN INSTRUCTION. ASSISTANT SHOULD HAVE THE ABILITY TO USE JUDGMENT, BE RESONSIBLE/RELIABLE, ABLE TO WORK WIHOUT CLOSE SUPERVISION, ABLE TO WORK A FLEXIBLE SCHEDULE IF NECESSARY, HAVE GENERAL KNOWLEDGE OF STUDIO/LABS. | INTERNATIONAL SCHOOL OF ART & DESIGN (ISAD) | LISA BROEMER | 906-487-7225<br>lisa.broemer@finlandia.edu<br>JUTILA CAMPUS | $ 9.25 |

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| **ART & DESIGN LAB ASS'T. – CERAMICS STUDIO**<br>SAFETY SUPERVISION OF STUDENTS WORKING IN THE LAB/STUDIOS, CLEANING/SIMPLE MAINTENANCE OF LAB/STUDIOS AND EQUIPMENT, PREPARE MATERIALS TO BE USED IN INSTRUCTION, MIXING & PUGGING CLAY FOR ALL CERAMIC RELATED CLASSES – INCLUDING ARD 100 AND SCULPTURE. MOPPING THE STUDIO, PLASTER ROM, GLAZE & CLAY MIXING AREA ONCE A WEEK, CLEANING/ORGANIZING BOTH KILN ROOMS, CLEAN STUDIO, GLAZE, AND PLASTER ROOM SINK AREAS, AND TRAPS. ASSISTANT SHOULD HAVE THE ABILITY TO USE JUDGMENT, BE RESONSIBLE/RELIABLE, ABLE TO WORK WIHOUT CLOSE SUPERVISION, ABLE TO WORK A FLEXIBLE SCHEDULE IF NECESSARY, HAVE GENERAL KNOWLEDGE OF STUDIO/LABS. | INTERNATIONAL SCHOOL OF ART & DESIGN (ISAD) | LISA BROEMER | 906-487-7225<br>lisa.broemer@finlandia.edu<br>JUTILA CAMPUS | $ 9.25 |
| **GALLERY/OFFICE ASSISTANT**<br>ASSIST IN VARIOUS OFFICE AND GALLERY DUTIES. FILING, DATA ENTRY, SETTING UP, DOING PREP WORK ARE INCLUDED. STUDENTS WITH AN INTEREST IN THIS AREA ARE ENCOURAGED TO APPLY. | COPPER COUNTRY COMMUNITY ARTS CENTER | OFF-CAMPUS POSITION | MARIE BONENFANT –<br>OFFICE OF FINANCIAL AID<br>906-487-7261<br>marie.bonenfant@finlandia.edu | $ 9.50 |
| **ELEMENTARY CLASSROOM ASS'T. / READING TUTOR**<br>STUDENTS MAY BE ASSIGNED TO A SPECIFIC CLASS OR BE SPREAD OVER MULTIPLE ROOMS. ASSIST WITH CLASS PROJECTS, TUTORING STUDENTS; OFFICE DUTIES, COPYING, ETC. MUST HAVE GOOD INTERPERSONAL SKILLS AND THE ABILITY TO WORK WITH LARGE GROUPS.<br>**BACKROUND CHECKS WILL BE CONDUCTED PRIOR TO HIRE.* | HOUGHTON-PORTAGE ELEM. SCHOOL | OFF-CAMPUS POSITION | MARIE BONENFANT –<br>OFFICE OF FINANCIAL AID<br>906-487-7261<br>marie.bonenfant@finlandia.edu | $ 9.50 |
| **ELEMENTARY CLASSROOM ASS'T. / READING TUTOR**<br>STUDENTS MAY BE ASSIGNED TO A SPECIFIC CLASS OR BE SPREAD OVER MULTIPLE ROOMS. ASSIST WITH CLASS PROJECTS, TUTORING STUDENTS; OFFICE DUTIES, COPYING, ETC. MUST HAVE GOOD INTERPERSONAL SKILLS AND THE ABILITY TO WORK WITH LARGE GROUPS.<br>**BACKROUND CHECKS WILL BE CONDUCTED PRIOR TO HIRE.* | CLK ELEMENTARY SCHOOL | OFF-CAMPUS POSITION | MARIE BONENFANT –<br>OFFICE OF FINANCIAL AID<br>906-487-7261<br>marie.bonenfant@finlandia.edu | $ 9.50 |
| **CLASSROOM ASS'T. / READING TUTOR**<br>STUDENTS MAY BE ASSIGNED TO A SPECIFIC CLASS OR BE SPREAD OVER MULTIPLE ROOMS. ASSIST WITH CLASS PROJECTS, TUTORING STUDENTS; OFFICE DUTIES, COPYING, ETC. MUST HAVE GOOD INTERPERSONAL SKILLS AND THE ABILITY TO WORK WITH LARGE GROUPS.<br>**BACKROUND CHECKS WILL BE CONDUCTED PRIOR TO HIRE.* | HORIZONS ALTERNATIVE SCHOOL | OFF-CAMPUS POSITION | MARIE BONENFANT –<br>OFFICE OF FINANCIAL AID<br>906-487-7261<br>marie.bonenfant@finlandia.edu | $ 9.50 |