

2016-2017 Summer 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
MAINTENANCE ASSISTANT 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 curt.hahka@finlandia.edu MANNERHEIM HALL	\$10.50
HOUSEKEEPING ASSISTANT 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 curt.hahka@finlandia.edu MANNERHEIM HALL	\$10.50
ADMISSIONS ASSISTANT 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	TRAVIS HANSON	906-487-7263 travis.hanson@finlandia.edu JUTILA CENTER – 6 TH FLOOR	\$ 9.15
TUTOR/MENTOR & OFFICE ASSISTANT 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 AND/OR SCIENCE SKILLS NEEDED FOR TUTORING POSITIONS.	TRIO PRECOLLEGE OUTREACH PROGRAMS	KIM GUNDLACH	906-487-7343 kim.gundlach@finlandia.edu 305 JUTILA CENTER	\$ 9.15

<p>ARCHIVES ASSISTANT 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 CREATING FIND AIDS. ARCHIVE HOURS ARE 8-4:30.</p>	<p>ARCHIVES</p>	<p>JOANNA CHOPP</p>	<p>906-487-7347 joanna.chopp@finlandia.edu FINNISH-AMERICAN HERITAGE CENTER</p>	<p>\$ 9.15</p>
<p>LIBRARY ASSISTANT 1 PROVIDE CUSTOMER SERVICE (IN PERSON AND PHONE) AT CIRCULATION DESK, CHARGE/DISCHARGE LIBRARY MATERIALS USING AUTOMATED CIRCULATION, SHELVING 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 2PM-MIDNIGHT, MONDAYS-THURSDAYS 8AM-MIDNIGHT, FRIDAYS 8AM-5PM AND SATURDAYS 1-5PM. * ON SATURDAYS (1-5) AND EVENINGS (8PM-MIDNIGHT), 4 HOUR SHIFTS ARE REQUIRED.</p>	<p>MAKI LIBRARY</p>	<p>AIREN CAMPBELL-OLSZEWSKI REBECCA DALY</p>	<p>906-487-7502 airen.campbellolszewski@finlandia.edu MAKI LIBRARY 906-487-7253 rebecca.daly@finlandia.edu MAKI LIBRARY</p>	<p>\$ 8.90</p>
<p>COMMUNICATIONS ASSISTANT 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.</p>	<p>COMMUNICATION OFFICE</p>	<p>MICHAEL BABCOCK</p>	<p>906-487-7348 michael.babcock@finlandia.edu JUTILA CENTER – 6TH FLOOR</p>	<p>\$ 8.90</p>