

# 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
<b>MAINTENANCE ASSISTANT</b> 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 <a href="mailto:curt.hahka@finlandia.edu">curt.hahka@finlandia.edu</a> MANNERHEIM HALL	\$10.85
<b>HOUSEKEEPING ASSISTANT</b> 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 <a href="mailto:curt.hahka@finlandia.edu">curt.hahka@finlandia.edu</a> MANNERHEIM HALL	\$10.85
<b>SALES ASSOCIATE</b> 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 KEVIN MANNINEN	<a href="mailto:lisa.casper@finlandia.edu">lisa.casper@finlandia.edu</a> <a href="mailto:kevin.manninen@finlandia.edu">kevin.manninen@finlandia.edu</a> 906-487-7371	\$9.50

<b>TriO STUDENT SUPPORT SERVICES PEER MENTOR</b> 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 <a href="mailto:terri.olson@finlandia.edu">terri.olson@finlandia.edu</a> NIKANDER HALL	\$9.85
<b>PEER TUTOR</b> <b>TO BE ELIGIBLE, YOU MUST HAVE A GPA OF 3.0 OR HIGHER</b> 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 <a href="mailto:katie.curtis@finlandia.edu">katie.curtis@finlandia.edu</a> MANNERHEIM HALL	\$ 9.85
<b>CAFETERIA – KITCHEN ASSISTANT –FOOD SERVICE</b> <b>*POSITION MAY BE COMBINED WITH CASHIER/DOOR ATTENDANT POSITION (NEXT DOWN ON LIST)</b> FOOD SERVICE WORKER DUTIES INCLUDE BUT ARE NOT LIMITED TO: WASHING DISHES, SILVERWARE, POTS, PANS, UTENSILS, ETC., PUTTING 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. <u><b>ALL FOOD SERVICE PERSONAL MUST WEAR A HAT OR HAIR NET WHILE IN THE KITCHEN OR CAFETERIA.</b></u> <u><b>All new staff will be trained on safe food service practices.</b></u>	CAFETERIA	TIM NAKKULA	906-487-7374 <a href="mailto:tim.nakkula@finlandia.edu">tim.nakkula@finlandia.edu</a> <a href="mailto:finlandia@aviands.com">finlandia@aviands.com</a> FINLANDIA HALL CAFETERIA	\$ 9.85
<b>FOOD SERVICE – CASHIER/DOOR ATTENDANT</b> <b>*POSITION MAY BE COMBINED WITH KITCHEN ASSISTANT – FOOD SERVICE POSITION (PREVIOUS POSTING ON LIST)</b> 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 <a href="mailto:tim.nakkula@finlandia.edu">tim.nakkula@finlandia.edu</a> <a href="mailto:finlandia@aviands.com">finlandia@aviands.com</a> FINLANDIA HALL CAFETERIA	\$ 9.85

CRIMINAL JUSTICE PROGRAM				
<b>OFFICE ASSISTANT</b> 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 <a href="mailto:doreen.korpela@finlandia.edu">doreen.korpela@finlandia.edu</a> HOOVER CENTER, 1 <sup>ST</sup> FLOOR	\$9.50
<b>SECURITY ASSISTANT</b> 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 <a href="mailto:jim.harden@finlandia.edu">jim.harden@finlandia.edu</a> FINLANDIA HALL	\$9.50
<b>SCAS ESL WORK-STUDY: INTERNATIONAL AMBASSADOR</b> 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 SKILLS ARE A PLUS.	SCAS – SUOMI COLLEGE OF ARTS & SCIENCES	JANICE COX-ADOLPHS	906-487-7515 <a href="mailto:janice.coxadolphs@finlandia.edu">janice.coxadolphs@finlandia.edu</a> MANNERHEIM HALL	\$ 9.50
<b>ATHLETICS DEPARTMENT POSITIONS (THE SIX FOLLOWING POSITIONS)</b>				
<b>ATHLETICS RECRUITER/CALLER</b> MAKE CALLS TO PROSPECTIVE STUDENT ATHLETES WITH THE GOAL OF GETTING THEM TO APPLY TO THE UNIVERSITY. THE WORK ENVIRONMENT WILL BE UPBEAT AND PROFESSIONAL. TRAINING AND SUPPORT WILL BE PROVIDED. REQUIREMENTS: OUTGOING WITH A FRIENDLY DISPOSITION AND WILLING TO SPEAK POSITIVELY ABOUT YOUR EXPERIENCE AT FINLANDIA UNIVERSITY, PROFESSIONAL PHONE MANNERS, GOOD ORGANIZATIONAL SKILLS. MUST BE ABLE TO MAINTAIN CONFIDENTIALITY WITH STUDENT INFORMATION. WORK SCHEDULE WILL VARY BUT WILL BE MON-FRI WITH VARYING TIMES BETWEEN 10:00 AM AND 10:00 PM.	ATHLETICS	BRIDGET DUROCHER	906-487-7264 <a href="mailto:bridget.durocher@finlandia.edu">bridget.durocher@finlandia.edu</a> PAAVO NURMI – 2 <sup>ND</sup> FLOOR	\$9.50
<b>STUDENT ASSISTANT TO THE ATHLETIC TRAINER</b> THERE WILL BE 2 POSITIONS AVAILABLE WHERE YOUR PRIMARY DUTIES WILL BE TO ASSIST THE ATHLETIC TRAINER IN THE COVERAGE OF TEAM SPORTS. DUTIES INCLUDE, BUT ARE NOT LIMITED TO, ASSISTING THE ATHLETIC TRAINER DURING PRACTICES AND GAMES AND BEING RESPONSIBLE FOR WATER DISTRIBUTION TO THE ATHLETES. YOU MUST BE AVAILABLE DURING PRACTICE AND GAME TIMES, WHICH INCLUDES NIGHTS, WEEKENDS AND BREAKS. MUST BE ABLE TO WORK IN ALL WEATHER CONDITIONS AND WILLING TO TRAVEL, WHEN ASSIGNED. IDEAL CANDIDATE WOULD HAVE SOME 'ATHLETIC TRAINING' KNOWLEDGE, POSSIBLY GOING	ATHLETICS	BRIDGET DUROCHER	906-487-7264 <a href="mailto:bridget.durocher@finlandia.edu">bridget.durocher@finlandia.edu</a> PAAVO NURMI – 2 <sup>ND</sup> FLOOR	\$ 9.50

INTO PTA, POSSESS A HARD WORKING MENTALITY, BE RELIABLE AND MOTIVATED.				
<b>STRENGTH CENTER ATTENDANT/ GAME EVENT STAFF</b> THIS POSITION WILL BE A SPLIT BETWEEN GAME EVENTS AND THE STRENGTH CENTER. THERE WILL BE SOME WEEKS WHERE IT MAY BE ALL GAME EVENT /NO STRENGTH CENTER AND WEEKS WHERE IT IS ALL STRENGTH CENTER AND NO GAME EVENT. STRENGTH CENTER DUTIES INCLUDE, BUT ARE NOT LIMITED TO, SUPERVISE AND MONITOR THE STRENGTH CENTER, COLLECT FEES (MEMBERSHIPS, LOCKER RENTS, ETC), ASSIST IN MAINTAINING AND CLEANING ALL EQUIPMENT AND OTHER DUTIES AS REQUIRED. GAME EVENT DUTIES INCLUDE, BUT ARE NOT LIMITED TO, HELPING WITH GAME DAY OPERATIONS OF HOME EVENTS, WHICH COULD INCLUDE ANY OF THE FOLLOWING: PARKING ATTENDANT, PA ANNOUNCER, LINE JUDGES, BALL CHASERS, TICKET TAKERS, FILM GAMES, PHOTOGRAPHER, PENALTY BOX WORKERS, AND OTHER DUTIES AS REQUIRED. WORKERS MUST BE AVAILABLE TO WORK HOME EVENTS, WHICH INCLUDES NIGHTS, WEEKENDS AND BREAKS. MUST BE ABLE TO WORK IN ALL WEATHER CONDITIONS. 99% OF YOUR GAME EVENT WORK WILL TAKE PLACE BETWEEN SEPTEMBER 1 <sup>ST</sup> AND MARCH 4 <sup>TH</sup> . WORKERS MUST BE PUNCTUAL, RELIABLE, HARD-WORKING AND MOTIVATED.	ATHLETICS	BRIDGET DUROCHER	906-487-7264 <a href="mailto:bridget.durocher@finlandia.edu">bridget.durocher@finlandia.edu</a> PAAVO NURMI – 2 <sup>ND</sup> FLOOR	\$ 9.50
<b>IN-GAME STATISTICIAN/ STRENGTH CENTER ATTENDANT</b> THIS POSITION WILL BE A SPLIT BETWEEN TAKING STATISTICS AT HOME EVENTS AND THE STRENGTH CENTER. THERE WILL BE SOME WEEKS WHERE IT MAY BE ALL GAME EVENTS/NO STRENGTH CENTER AND WEEKS WHERE IT IS ALL STRENGTH CENTER AND NO GAME EVENTS. FOR THIS POSITION YOU MUST HAVE AN UNDERSTANDING OF SOME OR ALL OF THE FOLLOWING SPORTS: VOLLEYBALL, SOCCER, FOOTBALL, BASKETBALL, HOCKEY AND BASEBALL/SOFTBALL. STATISTICS ARE TAKEN WITH A COMPUTER PROGRAM CALLED STAT CREW. YOU MUST BE AVAILABLE TO WORK HOME EVENTS, WHICH INCLUDES NIGHTS, WEEKENDS AND BREAKS. 99% OF YOUR STATISTICIAN WORK WILL TAKE PLACE BETWEEN SEPTEMBER 1 <sup>ST</sup> AND MARCH 4 <sup>TH</sup> . THE STRENGTH CENTER DUTIES INCLUDE, BUT ARE NOT LIMITED TO, SUPERVISE AND MONITOR THE STRENGTH CENTER, COLLECT FEES (MEMBERSHIPS, LOCKER RENTS, ETC), ASSIST IN MAINTAINING AND CLEANING ALL EQUIPMENT AND OTHER DUTIES AS REQUIRED. IDEAL CANDIDATES NEED TO BE ABLE TO WORK IN A FAST-PACED ENVIRONMENT, BE PUNCTUAL, AND BE FOCUSED AND DETAIL-ORIENTED.	ATHLETICS	BRIDGET DUROCHER	906-487-7264 <a href="mailto:bridget.durocher@finlandia.edu">bridget.durocher@finlandia.edu</a> PAAVO NURMI – 2 <sup>ND</sup> FLOOR	\$ 9.50
<b>STUDENT EQUIPMENT MANAGER/FILM WORKERS - FOOTBALL</b> <b>FOOTBALL PLAYERS (EVEN IF CURRENTLY INELIGIBLE TO PLAY) ARE NOT ELIGIBLE TO APPLY.</b> YOUR RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, SETTING UP AND BREAKING DOWN THE PRACTICE FIELD, ASSIST FOOTBALL COACHES WITH DRILLS AT PRACTICE, RESPOND TO EQUIPMENT REQUESTS FROM COACHES AND ASSIST WITH ISSUING OF EQUIPMENT AND EQUIPMENT MAINTENANCE, COLLECT AND DISTRIBUTE LAUNDRY, GAME DAY LOCKER ROOM SET UP, SIDELINE SET UP AND POST GAME BREAKDOWN, FILMING OF PRACTICES AND GAMES, ASSIST WITH RECRUITING, INCLUDING CAMPUS VISITS AND CALLING RECRUITS, OTHER DUTIES AS ASSIGNED. MUST BE ABLE TO WORK IN ALL WEATHER CONDITIONS AND BE	ATHLETICS	BRIDGET DUROCHER TIM DRISCOLL	906-487-7264 <a href="mailto:bridget.durocher@finlandia.edu">bridget.durocher@finlandia.edu</a> PAAVO NURMI – 2 <sup>ND</sup> FLOOR  906-487-7340 <a href="mailto:tim.driscoll@finlandia.edu">tim.driscoll@finlandia.edu</a>	\$ 9.50

AVAILABLE DURING GAME AND PRACTICE TIMES, WHICH INCLUDES, NIGHTS AND WEEKENDS. CANDIDATES SHOULD POSSESS A HARD WORKING MENTALITY, BE RELIABLE AND MOTIVATED.				
<b>STUDENT EQUIPMENT MANAGER/FILM WORKERS – MEN’S SOCCER</b> <b>MEN’S SOCCER PLAYERS (EVEN IF CURRENTLY INELIGIBLE TO PLAY) ARE NOT ELIGIBLE TO APPLY.</b> RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, COLLECTION AND DISTRIBUTION OF LAUNDRY, IN-GAME STATISTICS AND FILMING, SET-UP AND TEAR DOWN OF FIELD EQUIPMENT, MONITOR STUDY TABLE, AND OTHER DUTIES AS ASSIGNED BY COACHING STAFF. MUST BE ABLE TO WORK IN ALL WEATHER CONDITIONS AND BE AVAILABLE DURING GAME AND PRACTICE TIMES, WHICH INCLUDES, MORNINGS, NIGHTS AND WEEKENDS. CANDIDATES SHOULD POSSESS A HARD WORKING MENTALITY, BE RELIABLE AND MOTIVATED.	ATHLETICS	BRIDGET DUROCHER BRENT CHASE	906-487-7264 <a href="mailto:bridget.durocher@finlandia.edu">bridget.durocher@finlandia.edu</a> PAAVO NURMI – 2 <sup>ND</sup> FLOOR  906-487-7287 <a href="mailto:brent.chase@finlandia.edu">brent.chase@finlandia.edu</a>	\$ 9.50
<i>END OF ATHLETICS POSTINGS</i>				
<b>TUTOR/MENTOR &amp; OFFICE ASSISTANT</b> 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 <a href="mailto:kim.gundlach@finlandia.edu">kim.gundlach@finlandia.edu</a> 305 JUTILA CENTER	\$ 9.50
<b>GALLERY ASSISTANT</b> 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 ABILITY 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 <a href="mailto:carrie.flaspohler@finlandia.edu">carrie.flaspohler@finlandia.edu</a> FINNISH-AMERICAN HERITAGE CENTER	\$ 9.50
<b>SALES ASSOCIATE</b> 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.	NORTH WIND BOOKS	ALANA NOLAN APRIL STEVENS	906-487-7309 Alana.nolan@finlandia.edu 906-487-7358 <a href="mailto:april.stevens@finlandia.edu">april.stevens@finlandia.edu</a> NORTHWIND BOOKS	\$ 9.50
<b>ARCHIVES ASSISTANT</b> 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	ARCHIVES	JOANNA CHOPP	906-487-7347 <a href="mailto:joanna.chopp@finlandia.edu">joanna.chopp@finlandia.edu</a> FINNISH-AMERICAN HERITAGE CENTER	\$ 9.50

COLLECTIONS, FILING, AND				
<b>OFFICE ASSISTANT</b> 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 JIM KURTTI	906-487-7549 <a href="mailto:david.maki@finlandia.edu">david.maki@finlandia.edu</a> <a href="mailto:jim.kurtti@finlandia.edu">jim.kurtti@finlandia.edu</a> FINNISH-AMERICAN HERITAGE CENTER	\$9.50
<b>FINANCIAL AID OFFICE ASSISTANT</b> FILING, DATA ENTRY, SHREDDING, MOVING FILES AS THE YEAR PROGRESSES, ASSISTING IN MAKING FILES, ENVELOPING, PROCESSING TIME SHEETS FOR THE WORK-STUDY PROGRAM, CHECK MAIL. STUDENTS SHOULD HAVE A POSITIVE OUTLOOK, BE ABLE TO COMPLETE GENERAL OFFICE DUTIES, AND HAVE THE ABILITY TO MAINTAIN CONFIDENTIALITY.	FINANCIAL AID	MARIE BONENFANT	906-487-7261 <a href="mailto:marie.bonenfant@finlandia.edu">marie.bonenfant@finlandia.edu</a> JUTILA CENTER - 6 <sup>TH</sup> FLOOR	\$9.50
<b>ADMISSIONS ASSISTANT</b> 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 <a href="mailto:kelly.dostaler@finlandia.edu">kelly.dostaler@finlandia.edu</a> JUTILA CENTER – 6 <sup>TH</sup> FLOOR	\$ 9.50
<b>ADMISSIONS CALLER</b> 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 <a href="mailto:kelly.dostaler@finlandia.edu">kelly.dostaler@finlandia.edu</a> JUTILA CENTER – 6 <sup>TH</sup> FLOOR	\$10.60
<b>FRONT DESK ASSISTANT</b> 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 <a href="mailto:katie.curtis@finlandia.edu">katie.curtis@finlandia.edu</a> MANNERHEIM HALL	\$ 9.25
<b>NURSING PROGRAM</b> ***MUST BE JUNIOR- OR SOPHOMORE-LEVEL NURSING MAJOR STUDENT*** 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-	NURSING	JAN WOODBECK	906-487-7305 <a href="mailto:jan.woodbeck@finlandia.edu">jan.woodbeck@finlandia.edu</a> MANNERHEIM HALL 208	\$ 9.25

UP/TAKE-DOWN. ADDITIONAL DUTIES AS ASSIGNED.				
<b>MEDICAL ASSISTANT PROGRAM</b> 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 <a href="mailto:samantha.saintonge@finlandia.edu">samantha.saintonge@finlandia.edu</a> MANNERHEIM HALL	\$9.25
<b>FINNISH STUDIES PROGRAM ASSISTANT</b> 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 <a href="mailto:hilary.virtanen@finlandia.edu">hilary.virtanen@finlandia.edu</a> MANNERHEIM HALL	\$ 9.25
<b>FRONT DESK ASSISTANT</b> WORK IN A RESIDENCE LIFE OFFICE UNDER THE DIRECT SUPERVISION OF THE HOUSING COORDINATOR TO PROVIDE 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, COMPLETE 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 <a href="mailto:leann.fogle@finlandia.edu">leann.fogle@finlandia.edu</a> FINLANDIA HALL – 1 <sup>ST</sup> FLOOR	\$ 9.25
<b>PIANIST/MUSIC ARCHIVIST</b> 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 <a href="mailto:soren.schmidt@finlandia.edu">soren.schmidt@finlandia.edu</a>	\$9.25
<b>COORDINATOR OF “THE TABLE”</b> 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 <a href="mailto:soren.schmidt@finlandia.edu">soren.schmidt@finlandia.edu</a>	\$9.25
<b>COORDINATOR OF CAMPUS MINISTRY CENTER</b> WEEKLY DUTIES INCLUDE COORDINATING THE CALENDAR 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	CAMPUS OF ST MATTHEW	SOREN SCHMIDT	906-487-7239 <a href="mailto:soren.schmidt@finlandia.edu">soren.schmidt@finlandia.edu</a>	\$9.25

CLEANLINESS, GOOD COMMUNICATION, GOOD WITH PEOPLE, CREATIVE THINKER, BASIC COMPUTER SKILLS.				
<b>RECEPTIONIST/OFFICE ASSISTANT</b> ACT AS RECEPTIONIST/HOST FOR THE JUTILA CAMPUS, GREET VISITORS IN A FRIENDLY/HELPFUL MANNER, PHYSICALLY 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 MICROSOFTE OFFICE PRODUCTS IS PREFERRED, UNDERSTANDING OF APPROPRIATE CONFIDENTIALITY, ABLE TO WORK UNDER DEADLINE PRESSURES, BE PERSONABLE, FRIENDLY, AND ACCESSIBLE. SUPERVISION WILL BE PROVIDED BY THE COORDINATOR/HR SPECIALIST IN PORTAGE CAMPUS ROOM 319.	CGDB – JUTILA CTR.	ALYSON DELANDSHEER	906-487-7339 <a href="mailto:alyson.delandsheer@finlandia.edu">alyson.delandsheer@finlandia.edu</a> JUTILA CENTER – MAIN FLOOR	\$ 9.25
<b>ISB –COMPUTER LAB ASSISTANT</b> 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 <a href="mailto:kevin.manninen@finlandia.edu">kevin.manninen@finlandia.edu</a> MANNERHEIM HALL SCHOOL OF BUSINESS	\$ 9.25
<b>TriO STUDENT SUPPORT SERVICES OFFICE ASS'T</b> 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 ASSIGNED.	TRIO/ STUDENT SUPPORT SERVICES	TERRI OLSEN	906-487-7296 <a href="mailto:terri.olsen@finlandia.edu">terri.olsen@finlandia.edu</a> NIKANDER HALL	\$9.25
<b>LIBRARY ASSISTANT 1</b> PROVIDE CUSTOMER SERVICE (IN PERSON AND PHONE) AT CIRCULATION DESK, CHARGE/DISCHARGE LIBRARY MATERIALS USING AUTOMATED CIRCULATION, SHELVES 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. * ON SATURDAYS (1-5) AND EVENINGS (8PM-MIDNIGHT), 4 HOUR SHIFTS ARE REQUIRED.	MAKI LIBRARY	AIREN CAMPBELL-OLSZEWSKI  REBECCA DALY	906-487-7502 <a href="mailto:airen.compbellolszewski@finlandia.edu">airen.compbellolszewski@finlandia.edu</a> MAKI LIBRARY  906-487-7253 <a href="mailto:rebecca.daly@finlandia.edu">rebecca.daly@finlandia.edu</a> MAKI LIBRARY	\$ 9.25
<b>OFFICE ASSISTANT</b> 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 <a href="mailto:janine.nottke@finlandia.edu">janine.nottke@finlandia.edu</a> OLD MAIN – 1 <sup>ST</sup> FLOOR	\$ 9.25

<b>COMMUNICATIONS ASSISTANT</b> 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 <a href="mailto:michael.babcock@finlandia.edu">michael.babcock@finlandia.edu</a> JUTILA CENTER – 6 <sup>TH</sup> FLOOR	\$ 9.25
<b>MAIL CENTER/SWITCHBOARD ASSISTANT</b> 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, RELIABLE, COURTEOUS, AND TRUSTWORTHY. BASIC COMPUTER SKILLS REQUIRED AND THE ABILITY TO KEEP CONFIDENTIALITY.	MAIL CENTER	ANGELA PRICE	906-487-7204 <a href="mailto:angela.price@finlandia.edu">angela.price@finlandia.edu</a> MANNERHEIM HALL	\$ 9.25
<b>PUBLIC HISTORY PROJECT ASSISTANT</b> 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 PROGRESS WEEK-BY-WEEK.	SCAS – HISTORY	WILLIAM KNOBLAUCH	906-487-7318 <a href="mailto:william.knoblauch@finlandia.edu">william.knoblauch@finlandia.edu</a> MANNERHEIM HALL	\$ 9.25
<b>ART &amp; DESIGN LAB ASS'T. – GRAPHIC DESIGN STUDIO</b> 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 RESPONSIBLE/RELIABLE, ABLE TO WORK WITHOUT 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 <a href="mailto:lisa.broemer@finlandia.edu">lisa.broemer@finlandia.edu</a> JUTILA CAMPUS	\$ 9.25
<b>ART &amp; DESIGN LAB ASS'T – PAINTING STUDIO (211)</b> 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 CABINETS, CONDUCT INVENTORY OF SUPPLIES, COMMUNICATE WITH FELLOW STUDENTS AS TO PROPER STUDIO PROTOCOL, PERFORM ROUTINE MAINTENANCE	INTERNATIONAL SCHOOL OF ART & DESIGN (ISAD)	LISA BROEMER	906-487-7225 <a href="mailto:lisa.broemer@finlandia.edu">lisa.broemer@finlandia.edu</a> JUTILA CAMPUS	\$ 9.25

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 RESPONSIBLE/RELIABLE, ABLE TO WORK WITHOUT CLOSE SUPERVISION, ABLE TO WORK A FLEXIBLE SCHEDULE IF NECESSARY, HAVE GENERAL KNOWLEDGE OF STUDIO AND MEDIUMS EMPLOYED IN SAID SPACE.				
<b>ART &amp; DESIGN LAB ASS'T – DRAWING STUDIO (104)</b> 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 CABINETS, CONDUCT INVENTORY OF SUPPLIES, COMMUNICATE WITH FELLOW STUDENTS AS TO PROPER STUDIO PROTOCOL, BE RESPONSIBLE FOR PHYSICAL TRANSFERENCE OF MATERIALS BETWEEN STUDIOS, BE CONSCIOUS OF ARTWORK LEFT IN STUDIO AND ORGANIZING ITS WHEREABOUTS AS TO NOT INTERFERE WITH CLASSROOM PROTOCOL. ASSISTANT SHOULD HAVE THE ABILITY TO USE JUDGMENT, BE RESPONSIBLE/RELIABLE, ABLE TO WORK WITHOUT 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 <a href="mailto:lisa.broemer@finlandia.edu">lisa.broemer@finlandia.edu</a> JUTILA CAMPUS	\$ 9.25
<b>ART &amp; DESIGN LAB ASS'T – MODEL SHOP/INTEGRATED DESIGN STUDIO</b> SAFETY SUPERVISION OF STUDENTS WORKING 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 RESPONSIBLE/RELIABLE, ABLE TO WORK WITHOUT 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 <a href="mailto:lisa.broemer@finlandia.edu">lisa.broemer@finlandia.edu</a> JUTILA CAMPUS	\$ 9.25
<b>ART &amp; DESIGN LAB ASS'T. – CERAMICS STUDIO</b> 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 ROOM, 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 RESPONSIBLE/RELIABLE, ABLE TO WORK WITHOUT 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 <a href="mailto:lisa.broemer@finlandia.edu">lisa.broemer@finlandia.edu</a> JUTILA CAMPUS	\$ 9.25
<b>GALLERY/OFFICE ASSISTANT</b> 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 – OFFICE OF FINANCIAL AID 906-487-7261 <a href="mailto:marie.bonenfant@finlandia.edu">marie.bonenfant@finlandia.edu</a>	\$ 9.50
<b>ELEMENTARY CLASSROOM ASS'T. / READING TUTOR</b> STUDENTS MAY BE ASSIGNED TO A SPECIFIC CLASS OR BE	HOUGHTON-PORTAGE ELEM. SCHOOL	OFF-CAMPUS POSITION	MARIE BONENFANT – OFFICE OF FINANCIAL AID 906-487-7261	\$ 9.50

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. <i>*BACKGROUND CHECKS WILL BE CONDUCTED PRIOR TO HIRE.</i>			<a href="mailto:marie.bonenfant@finlandia.edu">marie.bonenfant@finlandia.edu</a>	
<b>ELEMENTARY CLASSROOM ASS'T. / READING TUTOR</b> 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. <i>*BACKGROUND CHECKS WILL BE CONDUCTED PRIOR TO HIRE.</i>	CLK ELEMENTARY SCHOOL	OFF-CAMPUS POSITION	MARIE BONENFANT – OFFICE OF FINANCIAL AID 906-487-7261 <a href="mailto:marie.bonenfant@finlandia.edu">marie.bonenfant@finlandia.edu</a>	\$ 9.50
<b>CLASSROOM ASS'T. / READING TUTOR</b> 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. <i>*BACKGROUND CHECKS WILL BE CONDUCTED PRIOR TO HIRE.</i>	HORIZONS ALTERNATIVE SCHOOL	OFF-CAMPUS POSITION	MARIE BONENFANT – OFFICE OF FINANCIAL AID 906-487-7261 <a href="mailto:marie.bonenfant@finlandia.edu">marie.bonenfant@finlandia.edu</a>	\$ 9.50