

Spring 2012

## Student Employment

Career Development Center

211 Glendening Hall 240-895-4203

[www.smcm.edu/careercenter](http://www.smcm.edu/careercenter)

JOB TITLE	<b>Media Technician</b>	OFFICE/ DEPT	<b>Media Center</b>		
CONTACT NAME	<b>Ken O'Connell</b>	EMAIL	<b><a href="mailto:kmoconnell@smcm.edu">kmoconnell@smcm.edu</a></b>		
LOCATION	<b>Library room 311</b>	PHONE	<b>(240) 895-3116</b>		
HRS/WK	<b>Three-twelve, flexible</b>	WAGE	<b>\$7.25 hour</b>	NUMBER OF POSITIONS	<b>Three</b>
JOB DESCRIPTION	<b>Students provide technical audio/visual support for campus events. Responsibilities include, but are not limited to, operating Cole Cinema booth for computer presentations and films, setting up audio equipment for lectures, concerts, and dance shows, videotaping events, and staffing the Media Center office.</b>				
QUALIFICATIONS AND SKILLS REQUIRED	<b>Students must be very responsible, flexible, prompt, and courteous. Must be able to lift some heavy equipment (35lbs), work independently and as a part of a team. Students must be able to work some weekly hours supporting events, and on some weekends for Cole Cinema and/or Media Center office shifts. Previous audio/video experience a plus, but not required. Will train. *Drivers License needed*</b>				
SPECIAL APPLICATION PROCEDURES	<b>Fill out a standard campus application form and email it to Ken O'Connell. <a href="mailto:kmoconnell@smcm.edu">kmoconnell@smcm.edu</a></b>				

JOB TITLE	<b>River center Evening Host</b>	OFFICE/ DEPT	<b>Waterfront</b>		
CONTACT NAME	<b>Rick W. Loheed</b>	EMAIL	<b><a href="mailto:rwloheed@smcm.edu">rwloheed@smcm.edu</a></b>		
LOCATION	<b>Waterfront Offices</b>	PHONE	<b>X4291</b>		
HRS/WK	<b>Up to 20</b>	WAGE	<b>Minimum wage</b>	NUMBER OF POSITIONS	<b>Several</b>
JOB DESCRIPTION	<b>Looking for VERY RESPONSIBLE individuals to manage evening events at the River Center including evening study hours, faculty receptions, and similar. 6pm-11pm nightly.</b>				
QUALIFICATIONS AND SKILLS REQUIRED	<b>RESPONSIBLE, meticulous, engaging, outgoing.</b>				
SPECIAL APPLICATION PROCEDURES	<b>Come to the River Center. Demonstrate to Waterfront Staff that you are trustworthy and service oriented.</b>				

JOB TITLE	<b>Waterfront Safety Person</b>	JOB TITLE	<b>Waterfront</b>
CONTACT NAME	<b>Rick W. Loheed</b>	EMAIL	<b><u>rwloheed@smcm.edu</u></b>
LOCATION	<b>Waterfront Offices</b>	PHONE	<b>X4291</b>
HRS/WK	<b>Up to 20</b>	WAGE	<b>Minimum wage</b>
		NUMBER OF POSITIONS	<b>Several</b>
JOB DESCRIPTION	<b>Check out, rescue, safety staff. Openings daily 1-6pm</b>		
QUALIFICATIONS AND SKILLS REQUIRED	<b>Responsible students with CPR, First Aid, Boater Safety License. Boating experience highly desirable.</b>		
SPECIAL APPLICATION PROCEDURES	<b>Come to the River Center. Demonstrate to Waterfront Staff that you are trustworthy and service oriented.</b>		

JOB TITLE	<b>Publications/Media Relations Fellow</b>	OFFICE/DEPT	<b>Publications/Media Relations</b>
CONTACT NAME	<b>Lee Capristo</b>	EMAIL	<b><u>lwcapristo@smcm.edu</u></b>
LOCATION	<b>Anne Arundel 100</b>	PHONE	<b>4795</b>
HRS/WK	<b>10</b>	WAGE	<b>\$10/hour</b>
		NUMBER OF POSITIONS	<b>1</b>
JOB DESCRIPTION	<b>Assist the Publications &amp; Media Relations staff with research, writing, editing of press releases, publications, and web content for the College.</b>		
QUALIFICATIONS AND SKILLS REQUIRED	<b>Strong writing and reporting skills, with enthusiasm in the role of the written word. A very detailed person who will really care if the comma or semi-colon is correct. Also, prior newspaper writing is a plus, as is a follower of the daily news. Skill set should include Internet research and comfortable user of Photoshop and willingness to learn Cascade CMS. Must be dependable, a quick learner, able to revise writing based on constructive feedback from the supervisor. Looking for a mature student with a professional demeanor in contacting faculty, staff, alumni, and guest speakers. Knowledge of social media a plus.</b>		
SPECIAL APPLICATION PROCEDURES	<b>Applicants should include a writing sample with their resume and cover letter.</b>		

JOB TITLE	<b>Student Dispatcher</b>	OFFICE/ DEPT	<b>Public Safety</b>
CONTACT NAME	<b>David Zylak</b>	EMAIL	<b><u>ddzylak@smcm.edu</u></b>
LOCATION	<b>Public Safety Office</b>	PHONE	<b>240-895-4911</b>
HRS/WK	<b>16 Minimum</b>	WAGE	<b>\$7.25 plus shift differential (if appl.)</b>
		NUMBER OF POSITIONS	<b>2</b>
JOB DESCRIPTION	<b>Receives emergency calls and dispatches appropriate agencies; logs all calls and answers regular business phone lines providing appropriate general information or forwarding the appropriate resource; communicates with campus community in public, person or via telephone; working hours varied on a 24 hour per day basis; may be required to work rotating shifts and subject to call in duty; will report directly to the Director of Public Safety or his designee.</b>		
QUALIFICATIONS AND SKILLS REQUIRED	<ul style="list-style-type: none"> <li>• Ability to gain thorough knowledge of St. Mary's College of Maryland and Department of Public Safety policies and procedures.</li> <li>• Ability to answer phones in a calm manner; evaluates and prioritizes emergency calls.</li> <li>• Ability to effectively represent St. Mary's College of Maryland to the public.</li> <li>• Knowledge of the appropriate agencies to forward emergency information.</li> <li>• Ability to multi-task and work effectively under stressful conditions.</li> </ul>		
SPECIAL APPLICATION PROCEDURES	<b>Applications will be available at the Public Safety office or may be requested by email.</b>		

JOB TITLE	<b>Montgomery Hall Lab Monitor</b>	OFFICE/ DEPT	<b>Learning Technology</b>
CONTACT NAME	<b>Jennifer Wright</b>	EMAIL	<b><u>jcwright@smcm.edu</u></b>
LOCATION	<b>Montgomery Hall Learning Lab</b>	PHONE	<b>240-895-4192</b>
HRS/WK	<b>5-10</b>	WAGE	<b>Minimum + \$1</b>
		NUMBER OF POSITIONS	<b>1</b>
JOB DESCRIPTION	<b>Students will assist lab users with technical issues, install new software and updates. Responsibilities also include maintenance of equipment, reporting problems to CTSS, designing visual materials for the lab, monitoring printing and troubleshooting software and hardware issues.</b>		
QUALIFICATIONS AND SKILLS REQUIRED	<b>Familiarity with Macintosh Computers is a must. Additionally applicants should have strong knowledge of the Adobe Suite, Microsoft Office, Web Browsers (Firefox &amp; Safari), and Final Cut Pro. Students must be independent workers, outgoing, and have good people skills.</b>		
SPECIAL APPLICATION PROCEDURES	<b>Send Resume and letter of interest including why you would be a good fit for the position to Jennifer Wright (jcwright@smcm.edu)</b>		

JOB TITLE	<b>Assistant to Environmental Health &amp; Safety Coordinator</b>	OFFICE/DEPT	<b>Environmental Health &amp; Safety</b>
CONTACT NAME	<b>Polly Miller</b>	EMAIL	<b><u>pamiller@smcm.edu</u></b>
LOCATION	<b>White House</b>	PHONE	<b>240-895-3059</b>
HRS/WK	<b>5</b>	WAGE	<b>\$7.25 HR</b>
		NUMBER OF POSITIONS	<b>1</b>
JOB DESCRIPTION	<b>Student will be responsible for the monthly inspection of campus fire extinguishers as well as the documentation</b>		
QUALIFICATIONS AND SKILLS REQUIRED	<b>Student will be trained on how to perform inspection. Will need knowledge of Word and Excel</b>		
SPECIAL APPLICATION PROCEDURES	<b>N/A</b>		

JOB TITLE	<b>Student Web Photographer</b>	OFFICE/DEPT	<b>Web Services</b>
CONTACT NAME	<b>Kaitlin Hines</b>	EMAIL	<b><u>kmhines@smcm.edu</u></b>
LOCATION	<b>Baltimore Hall</b>	PHONE	<b>240-895-2130</b>
HRS/WK	<b>4-8 (varying)</b>	WAGE	<b>\$8/hr</b>
		NUMBER OF POSITIONS	<b>2-3</b>
JOB DESCRIPTION	<b>A Student Web Photographer will be responsible for photographing events and activities around campus for the web site.</b>		
QUALIFICATIONS AND SKILLS REQUIRED	<ul style="list-style-type: none"> <li><b>-Knowledge of photography for Web vs. Print</b></li> <li><b>-Photoshop experience</b></li> <li><b>-1yr past photography experience</b></li> <li><b>-Professional manner</b></li> <li><b>-Willing to work a non-structured schedule</b></li> <li><b>-Self-starter</b></li> </ul>		
SPECIAL APPLICATION PROCEDURES	<b>Please send your resume, references, and at least 3 photo samples to Kaitlin Hines, <u>kmhines@smcm.edu</u>, by January 31<sup>st</sup></b>		

JOB TITLE	<b>Phone Outreach Student Caller</b>	OFFICE/ DEPT	<b>Advancement</b>
CONTACT NAME	<b>Lili Afkhami, Annual Giving Officer</b>	EMAIL	<b><u>lwafkhami@smcm.edu</u></b>
LOCATION	<b>Calvert 103</b>	PHONE	<b>240-895-3207 (ext. 3207)</b>
HRS/WK	<b>6-18</b>	WAGE	<b>starts at \$7.50</b>
		NUMBER OF POSITIONS	<b>4</b>
JOB DESCRIPTION	<b>The Phone Outreach Call Team at St. Mary's College of Maryland reaches out to alumni and parents of the College via telephone. The purpose of these conversations is to establish a rapport with alumni and parents, and update them on exciting initiatives at the College, by raising funds for scholarships, financial aid and other areas of need.</b>		
QUALIFICATIONS AND SKILLS REQUIRED	<b>Phone Outreach student callers are highly motivated, professional, friendly and have a true passion for St. Mary's. Ability to hold conversations on the telephone is a must. Student callers are sometimes the only point of contact an alumni or parent will have with the College in a given year; therefore, it is absolutely essential that members of the Phone Outreach team understand the importance of connecting with alumni and parents.</b>		
SPECIAL APPLICATION PROCEDURES	<b>Please email Lili Afkhami or visit the Advancement office (Calvert Hall 103) for an application.</b>		