

Federal Work-Study Jobs for Students

Department	Campus	Position Name	General Duties	Qualifications
Access and ADA Services	All Campuses	Various Services: Note-Taker, Reader, Scribe, and Office Support	<p>Note-Taker: Taking notes for students who are not able to do so due to their disability and have been approved for note-taking assistance.</p> <p>Reader: Reading material out loud to students who require reading assistance due to their disability.</p> <p>Scribe: Scribing for students who require assistance with writing due to their disability.</p> <p>Office support: provide additional support to the office with scanning, filing, and scheduling.</p>	Must be a proficient note-taker, articulate, and organized. Must also be dependable and timely.
Athletics - Women's Basketball, Men's Basketball, and Baseball programs	Moberly	Office Support	Assist with daily operations of program; office support, practice, games, and equipment.	Must be hard-working with a desire to be involved in the athletic program.
Various/Undefined	All Campuses	Office Support	General clerical assistance, including but not limited to: answering phones, making copies, preparing packets, and filing. Other duties as assigned.	Must be dependable, punctual, organized, willingness to learn and take initiative.
Career & Technical Education: Information Technology	Moberly	Computer Lab Support	Assist with IT faculty; maintain labs. Software updates, equipment maintenance, lab organization, additional lab duties as assigned.	Dependable; and general knowledge of computers.
Library and Resource Center (LARC)	All Campuses	Tutor	Tutor in approved academic subjects, assist students with computer questions or online programs, complete tutor training and agree to abide by LARC Professional Behavioral Standards. Help students with study skills, serve as student role model, attend trainings/meetings, be prepared, present and punctual for work, and other duties as assigned. All of the duties of a tutor directly impact MACC students and help to reach our goal of creating independent learners.	Must have an A or B grade in subjects to be tutored. Faculty recommendation required in addition to interview and screening with LARC Coordinator or campus personnel. Must be friendly, outgoing, responsible, patient, confident, approachable and professional. Must be committed to helping other students succeed. Must be willing to work as part of a team to improve services offered by the LARC. Ability to arrive to work on time imperative. Must strive for excellence and possess the motivation to continually improve as a tutor and as an MACC employee.

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Jumpstart Tutor	Columbia	Tutor	Jumpstart tutors serve preschool children from low-income, at-risk backgrounds. All tutors receive professional-caliber training to help them implement Jumpstart's curriculum. Jumpstart members have the unique opportunity to inspire young children to learn, give something back to the local community, serve on an AmeriCorps team, and build professional skills. Jumpstart members are part of a national network that serves young children in more than 70 communities.	Experience working with young children, and/or a desire to learn more about early childhood education; Strong language and communication skills; Ability to build relationships and collaborate with people from diverse backgrounds; Ability to work well on a team; dependable; flexible; mature, enthusiastic and positive attitude toward helping others.
Academic Affairs - Associate of Arts in Teaching Office	Moberly	Office Support	Provides general support to the Coordinator, and adjunct instructors, in the Education division. Deliver materials to various offices, collects materials from college bookstore, as needed. Copy, sort and file various materials related to compliance and various projects. Conduct research, data entry and other record keeping. Assist the Coordinator with recruiting and transfer.	Good communication skills, Organized. Preference given to AAT degree-seeking students.
Activity Center	Moberly	Office Support	Must be able to answer the phone and do other clerical duties, as well as perform cleaning duties. This position will provide general office support to meet and greet clients and the general public.	Must be responsible, on time, be a "people-person", and be able to multi-task. Must have a flexible schedule, demonstrate initiative and be a good listener. Phone and computer skills are preferred.
Activity Center	Moberly	Event Staff	General concession duties, ticket-taker and seller, set-up and tear-down for special events.	Must be responsible, punctual, be a "people-person", have a flexible schedule, demonstrate initiative, be a good listener, be able to multi-task, have phone and computer skills, and be able to clean.
Financial Aid Office	Moberly	Office Support	Organizing and preparing permanent files and filing highly confidential documents. Coordinate forms and other documents for new student packets and application materials. Other duties as assigned.	Must be a proficient reader, must be able to take initiative, must pay close attention to details, be dependable, a problem-solver, confident to ask questions.

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Library and Resource Center (LARC)	Moberly	Office Support	LARC work-study will adhere to the LARC Professional Behavioral Standards and will serve as a student role model. Work-study staff will assist the Director and Coordinator with special projects and must be friendly, personable, and punctual. Special projects to include brochures, flyers, promotions, and LARC activities.	Dependable, courteous, responsible and creative. Ability to work independently and with other LARC staff to accomplish tasks. Experience and knowledge of Word and PowerPoint preferred. Interest in creating videos desired.
Student Affairs/Columbia	Columbia	Office Support	Will help stock and manage welcome packets, and assist front desk with general office duties, as needed.	Must be dependable, punctual, organized, willingness to learn and take initiative.
Student Affairs/Kirksville	Kirksville	Office Support	Answer phones, make copies, shred papers and other duties as assigned to assist in various office tasks	Basic understanding of Microsoft Office programs; must be comfortable talking to students and community members on the phone and in-person.
Health Sciences	All Campuses	Skills/Sim Lab Assistant	Lab assistant would be responsible for putting away supplies as they are ordered and helping to manage inventory of supplies. Helping to set up some equipment in the lab and put away equipment as needed and help with the cleaning of some equipment. Assist with helping lab coordinator in finding ways to enhance the simulation experience for students.	Student does not need to be a health sciences major or nursing major for this position, this position is open to any qualified student. Must be able to work with moving boxes of supplies to and from the supply closet and must be willing to push and pull and move equipment such as gurneys and hospital beds around in the lab space.