

# Messiah College Philadelphia Campus Work-Study Positions

## **Receptionist**

**Number of Positions:** 2

**Supervisor:** Karen Sapp, Office Manager

**Hours:** up to 10/week

**Job Description:** Answer and transfer phone calls, handle petty cash and perform other job duties as assigned by the Office Manager.

## **Professor Assistants**

**Number of Positions:** 4

**Supervisors:** Dr. Timothy Peterson, Program Director  
Debi Peterson, Contextual Learning Coordinator

**Hours:** 5/week

**Job Description:** Duties as assigned by supervisor. Often includes research, database entry, publication design and office assistance.

## **Custodial Maintenance**

**Number of Positions:** 8

**Supervisor:** Facilities Associate

**Hours:** 10/week

**Job Description:** Facility cleaning and upkeep, trash/recycling preparation, and other duties as assigned.

## **Food Service**

**Number of Positions:** 3

**Supervisor:** Facilities Associate

**Hours:** 10/week

**Job Description:** Clean dishes and cafeteria after evening meals and throughout the day.

## **Facility Maintenance:**

**Number of Positions:** 1

**Supervisor:** Facilities Manager

**Hours:** 10/week

**Job Description:** Perform light building repairs, preventive maintenance and other projects as assigned.

## **Technical Assistant**

**Number of Positions:** 1

**Supervisor:** David Ayres, Campus Administrator

**Hours:** On-call basis up to 10 hours/week

**Job Description:** Respond to staff and student computer needs. Duties may include computer installation, trouble-shooting in Microsoft Office programs and Groupwise e-mail, website assistance in Dreamweaver and other computer glitches as they arise. This student will communicate with a Grantham Desktop Support person.

## **Enrollment/Recruitment Assistant**

**Number of Positions:** 1

**Supervisor:** Kate Nicely, Recruitment Coordinator

**Hours:** 10/week

**Job Description:** Publication design, filing, taking photographs, contacting prospective Philadelphia Campus students, and other duties as assigned.

### **Student Editor**

**Number of Positions:** 1

**Supervisor:** Kate Nicely, Recruitment Coordinator

**Hours:** 5/week

**Job Description:** Write and layout the Broad Street Journal, a bi-weekly student newspaper.

### **Philadelphia Student Activities Board Co-Chair**

**Number of Positions:** 2

**Supervisor:** Ryan Wilson, Director of Community Life

**Hours:** 6/week

**Job Description:** The Philadelphia Student Activities Board (PSAB) Co-Chairs are responsible for assembling a team of students to represent the MCPC student body. The PSAB co-chairs are responsible for running weekly meetings, planning activities, organizing campus-wide events, representing student concerns, managing the PSAB budget and other duties as assigned.

### **Resident Assistant (RA) (link to Students – RA job description)**

**Number of Positions:** 4

**Supervisor:** Ryan Wilson, Director of Community Life

**Hours:** N/A - Salaried

**Job Description:** The Resident Assistant serves as a paraprofessional staff member at MCPC. Resident Assistants advance the College Wide Educational Objectives through the Guided Discovery Program (GDP), nurtures individuals and their relationships through Community Life, and assists program management through Campus Oversight. Duties include planning and implementing educational and social outings, "on-duty" staffing one evening a week and one weekend a month, emergency response, conflict mediation and peer counseling, and overall building oversight.

### **Assistant Resident Director (link to Students – ARD job description)**

**Number of Positions:** 1

**Supervisor:** Ryan Wilson, Director of Community Life

**Hours:** N/A - Salaried

**Job Description:** The Assistant Resident Director (ARD) provides administrative support to the Director of Community Life and serves as the Director of Community Life's representative in his/her absence. The ARD has particular oversight of and responsibility for a number of elements within Guided Discovery Program. Responsibilities and tasks include: researching citywide events and educational opportunities and publicizing these via email; overseeing Free Press distribution and table-tent alerts; layout, design, and distribution of various publications; other duties as assigned. Previous Residence Life experience is required.

**PLEASE NOTE:** Work-study positions at the Philadelphia Campus are limited. There is no guarantee you will obtain the position for which you apply.

**ON THE INTEREST FORM:** When listing your skills, consider how they are relevant to both your first and second job choices.

**HIRING:** Some of the supervisors will make their hires **during the first week of class**. You may not know if you have a work-study position until then.

**RA AND ARD APPLICANTS:** If interested in these positions, contact the Director of Community Life. These positions require a different application.