

<b>Department:</b>	Admissions/Orientation Office
<b>Location:</b>	University Center 101
<b>Position:</b>	Campus Tour Guide/Office assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will give campus tour to prospective students and parents.
<b>Skills/ Experience &amp; Duties:</b>	Filing, answering phones and sending mail to prospective students. Student should be outgoing dependable, organized and should have the ability to talk to diverse groups of people.
<b>No. of Students Needed:</b>	2 student workers
<b>Hours:</b>	Student will be most needed Monday through Friday 2:00p.m. – 4:00p.m.
<b>Contact Person:</b>	Brandalyn Shropshire
<b>E-mail:</b>	<a href="mailto:Brandalyn-Shropshire@utc.edu">Brandalyn-Shropshire@utc.edu</a> ; <a href="mailto:Caroline-Sherbesman@utc.edu">Caroline-Sherbesman@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4662/5220

<b>Department:</b>	Alumni Affairs
<b>Location:</b>	Patten House 801 Oak Street
<b>Position:</b>	Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student must also have organizational skills, legible handwriting, communication skills and some office experience is preferred.
<b>Skills/ Experience &amp; Duties:</b>	Typing, computer knowledge, filing, copying, running errands, answering phones, mailing, event and program preparation, entering class notes, and making alumni cards.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable- Student must be able to work between the hours of 8:00a.m. - 5:00p.m. Monday - Friday.
<b>Contact Person:</b>	Andrew Clark
<b>E-mail:</b>	<a href="mailto:Andrew-Clark@utc.edu">Andrew-Clark@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-5308

<b>Department:</b>	Art (Gallery)
<b>Location:</b>	Fine Arts Center Room #409
<b>Position:</b>	Gallery Host
<b>Job Description:</b>	Student will open and monitor the Art Gallery after university hours; will perform regular office task related to gallery operators and assist in the maintenance and installations in the gallery.
<b>Skills/ Experience &amp; Duties:</b>	Student must be dependable, punctual, responsible; able to work regular hours without direct supervision, polite and pleasant, with speaking skills adequate to communicate supplied information about exhibitions. Word processing, basic carpentry or artistic skills are preferred, but not required.
<b>No. of Students Needed:</b>	2 student workers
<b>Hours:</b>	Negotiable – Student will be most needed 10am-5pm Mon-Fri; some evenings and weekends.
<b>Contact Person:</b>	Cheryl Fox
<b>E-mail:</b>	<a href="mailto:Cheryl-Fox@utc.edu">Cheryl-Fox@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4600

<b>Department:</b>	Center for Community Center Education
<b>Location:</b>	Frist Hall Room #325
<b>Position:</b>	Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist the Executive Director and Account Specialist with center-wide responsibility. Student will schedule meetings, assist with project management and general clerical duties.
<b>Skills/ Experience &amp; Duties:</b>	Typing, computer knowledge, filing, copying, running errands, answering phones, and mailing. Student should have knowledge of Microsoft Office products, public relations skills and good organizational skills.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable
<b>Contact Person:</b>	Sandy Cole
<b>E-mail:</b>	<a href="mailto:Sandy-Cole@utc.edu">Sandy-Cole@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4557

<b>Department:</b>	The Children's Center
<b>Location:</b>	Brown/Battle Academy Sites 718 E. 8 <sup>th</sup> St. (2 sites)
<b>Position:</b>	Substitute Teacher
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will work in classroom with staff to education the children ages 6 weeks to 5 years.
<b>Skills/ Experience &amp; Duties:</b>	Student must possess patience, dependable, willing to learn and should have flexibility.
<b>No. of Students Needed:</b>	4 student workers
<b>Hours:</b>	Negotiable – Student will be most needed Monday through Friday between 7:30a.m.-5:30p.m.
<b>Contact Person:</b>	Martha Wentworth
<b>E-mail:</b>	<a href="mailto:Martha-Wentworth@utc.edu">Martha-Wentworth@utc.edu</a>
<b>Contact Phone:</b>	(423) 209-5743

<b>Department:</b>	College of Business – Management
<b>Location:</b>	Fletcher Hall Room #404
<b>Position:</b>	Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will provide clerical support to the Administrative Assistant, department heads and faculty.
<b>Skills/ Experience &amp; Duties:</b>	General computer knowledge – especially Microsoft Word and Excel, copying, on-campus errands, filing, internet research and other duties as assigned. Student should also be familiar with e-mail.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable- Mon thru Fri 8:00a.m.-5:00p.m.
<b>Contact Person:</b>	Michelle Walters
<b>E-mail:</b>	<a href="mailto:Michelle-Walters@utc.edu">Michelle-Walters@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4123

<b>Department:</b>	Computer Science and Engineering
<b>Location:</b>	EMCS Building Room #313
<b>Position:</b>	Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist the department in the daily functions of the office. Student is expected to be prompt and dress appropriately.
<b>Skills/ Experience &amp; Duties:</b>	Answering phones, filing, on-campus errands, scanning, copying, maintaining database in Microsoft Excel. Typing/keying experience is preferred (accuracy not speed is important). Should be friendly and courteous. Student should be able to work with a diverse group of people.
<b>No. of Students Needed:</b>	2 student workers
<b>Hours:</b>	Negotiable-Mon thru Fri 8:30a.m.-4:30p.m.
<b>Contact Person:</b>	Pamela Lewallen
<b>E-mail:</b>	<a href="mailto:Pamela-Lewallen@utc.edu">Pamela-Lewallen@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4349

<b>Department:</b>	Legal Assistant Studies
<b>Location:</b>	Davenport Hall Room #100
<b>Position:</b>	Student Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist the department in the daily functions of the office.
<b>Skills/ Experience &amp; Duties:</b>	Typing, copying, good telephone etiquette and other office duties as assigned. And confidential nature is a must.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable-Mon thru Fri 8am-5pm
<b>Contact Person:</b>	Susan Thomas
<b>E-mail:</b>	<a href="mailto:Susan-Thomas@utc.edu">Susan-Thomas@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4135

<b>Department:</b>	Dean of Arts and Sciences
<b>Location:</b>	Holt Hall Room #118
<b>Position:</b>	Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist the department in the daily functions of the office.
<b>Skills/ Experience &amp; Duties:</b>	Greeting guests in the office, on-campus errands, accurately filing, answering phones, copying and other office duties as assigned. Student will be trained for other skills and duties desired by the office.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable – Student will be most needed Monday through Friday 8:00a.m.-5:00p.m., especially during lunch hours.
<b>Contact Person:</b>	Jennifer Faires
<b>E-mail:</b>	<a href="mailto:Jennifer-Faires@utc.edu">Jennifer-Faires@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4635

<b>Department:</b>	Disability Resource Center
<b>Location:</b>	Frist Hall Room #102
<b>Position:</b>	Student Assistant
<b>Job Description:</b>	Basic office duties, answer phones, file paperwork, deliver exams and help assist the AT coordinator when necessary.
<b>Skills/ Experience &amp; Duties:</b>	Well organized, self-starter, knowledge of Microsoft Outlook/Office and experience with disabled students is a plus.
<b>No. of Students Needed:</b>	2 student workers
<b>Hours:</b>	Negotiable – Student will be most needed Monday through Friday 8:00a.m.-6:00p.m.
<b>Contact Person:</b>	Michelle Rigler
<b>E-mail:</b>	<a href="mailto:Michelle-Rigler@utc.edu">Michelle-Rigler@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4006

<b>Department:</b>	Educational Opportunity Center
<b>Location:</b>	Doctor's Building Suite 516
<b>Position:</b>	Front Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will be assisting the staff with the daily functions of the front office. Students will be greeting visitors, checking initial participant paperwork, assisting advisors during appointments, doing research on a variety of subjects including employment, career, majors, schools, scholarships or special circumstances.
<b>Skills/ Experience &amp; Duties:</b>	Student will need basic customer service, telephone, office and computer skills. Should be comfortable with greeting the public and making appointments on shared calendar. Knowledge of web design and Microsoft Office Suite are needed.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable – Student will be most needed Monday through Friday from 8:00a.m.-5:00p.m. Occasional hours for weekends/nights may be required.
<b>Contact Person:</b>	Debby Corey
<b>E-mail:</b>	<a href="mailto:Debby-Corey@utc.edu">Debby-Corey@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-1702

<b>Department:</b>	Educational Talent Search
<b>Location:</b>	Doctor's Building Suite #223
<b>Position:</b>	Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist the Upward Bound staff in the daily functions of the office.
<b>Skills/ Experience &amp; Duties:</b>	Basic data entry, typing, computer knowledge, filing, copying, running errands, answering phones and mailing. Student should be familiar with an office environment.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable
<b>Contact Person:</b>	Alicia Coller
<b>E-mail:</b>	<a href="mailto:Alicia-Coller@utc.edu">Alicia-Coller@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-5643

<b>Department:</b>	Upward Bound Math Science: PRISM
<b>Location:</b>	Doctor's Building Suite #223
<b>Position:</b>	Student Graduation Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist the Upward Bound staff in the daily functions of the office. Assists students with college application process, provide guidance with senior projects and assists with the Individual Educational Plan.
<b>Skills/ Experience &amp; Duties:</b>	Student must possess knowledge and ability to relate to culturally diverse students, should be proficient with Microsoft Office products and should have basic computer and organizational skills.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable – Student is most needed Monday through Friday 8:00a.m. 4:00p.m. Some Saturday work is required from 8:00a.m.-1:00p.m.
<b>Contact Person:</b>	Twyler Boykin
<b>E-mail:</b>	<a href="mailto:Twyler-Boykin@utc.edu">Twyler-Boykin@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-2248

<b>Department:</b>	Upward Bound Math Science: PRISM
<b>Location:</b>	Doctor's Building Suite 223
<b>Position:</b>	Student Academic Advisor
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will serve as an academic mentor to underprepared, motivationally at-risk high school students (i.e. providing academic, career, and personal support). Will work individually with students to assist in the implementation of the Individual Education Plan (i.e. time management, study strategies, and test preparation for ACT/SAT and goal setting. Student will serve as chaperone for one of the programs educational and cultural activities/field trips and other duties as assigned.
<b>Skills/ Experience &amp; Duties:</b>	Student must possess knowledge and ability to relate to culturally diverse students, strong interpersonal and communication skills, proficient with Microsoft Office products and should have basic computer and organizational skills.
<b>No. of Students Needed:</b>	4 student workers
<b>Hours:</b>	Negotiable-Mon thru Fri 2:00p.m.-6:00p.m. Some Saturday work is

	required from 8:00a.m.-1:00p.m.
<b>Contact Person:</b>	Alicia Coller
<b>E-mail:</b>	<a href="mailto:Alicia-Coller@utc.edu">Alicia-Coller@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-5643

<b>Department:</b>	Engineering Department/Comp Science
<b>Location:</b>	EMCS Building Room #450
<b>Position:</b>	Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will provide general clerical/office support.
<b>Skills/ Experience &amp; Duties:</b>	Running errands, filing, data entry and copying. Intermediate level of Microsoft Excel, Word, Publisher and Powerpoint.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Student will be most needed Tues and Thurs 2:00p.m.-5:00p.m.
<b>Contact Person:</b>	Joy Cruz
<b>E-mail:</b>	<a href="mailto:Joy-Cruz@utc.edu">Joy-Cruz@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-2256

<b>Department:</b>	Mechanical, Civil and Industrial Engineering Departments
<b>Location:</b>	EMCS Building Room #430
<b>Position:</b>	Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist the department head, faculty, recruiter and administrative assistant in the daily functions of the office.
<b>Skills/ Experience &amp; Duties:</b>	Answering phones, filing, on-campus errands, scanning, copying, maintaining department's bulletin board, maintaining database in Microsoft Excel, greeting visitors, set up for events and light clean up in labs and storage room. Student should have basic computer skills and knowledge of Microsoft Word and Excel. Student should have a positive attitude.
<b>No. of Students Needed:</b>	1 student workers

<b>Hours:</b>	Negotiable – Student will be most needed Monday through Friday 9:00a.m.-3:00p.m.
<b>Contact Person:</b>	Andrea James
<b>E-mail:</b>	<a href="mailto:Andrea-James@utc.edu">Andrea-James@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-5217

<b>Department:</b>	Office of Student Financial Aid
<b>Location:</b>	University Center Room #201
<b>Position:</b>	Data Entry Clerk
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will responsible for scanning, indexing and logging in of documents both fax and paper. Student must also have organizational skills, legible handwriting, communication skills and some customer service experience is preferred.
<b>Skills/ Experience &amp; Duties:</b>	Typing, computer processing, filing, copying, mailing letters, answering phones, and other office tasks as assigned.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable – Student will be most needed during the business hours: Monday through Friday 8:00a.m. – 5:00p.m.
<b>Contact Person:</b>	Ian Queen
<b>E-mail:</b>	<a href="mailto:Ian-Queen@utc.edu">Ian-Queen@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4677

<b>Department:</b>	Office of Student Financial Aid
<b>Location:</b>	University Center Room #201
<b>Position:</b>	Financial Literacy Program Assistant
<b>Job Description:</b>	Event planning, advertising, social media marketing, public speaking, helping in the development of the Financial Literacy and Education Program fulfilling the mission.
<b>Skills/ Experience &amp; Duties:</b>	Public speaking, marketing, communicating ideas and critical thinking.
<b>No. of Students Needed:</b>	2 student workers
<b>Hours:</b>	Negotiable – Student will be most needed during the business hours: Monday through Friday 8:00a.m. – 5:00p.m, especially on Wed evenings.
<b>Contact Person:</b>	Bill Parker
<b>E-mail:</b>	<a href="mailto:Bill-Parker@utc.edu">Bill-Parker@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4677

<b>Department:</b>	Gear Up Program
<b>Location:</b>	Doctor's Building Suite 129
<b>Position:</b>	Student Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist staff in the daily function of the department's office and program activities.
<b>Skills/ Experience &amp; Duties:</b>	On-campus errands, mailings, copying, data entry, and set-up for activities. Student should have knowledge of Microsoft Word, Excel and should know the campus.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable- Mon thru Fri
<b>Contact Person:</b>	Elizabeth Eaves
<b>E-mail:</b>	<a href="mailto:Elizabeth-Eaves@utc.edu">Elizabeth-Eaves@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-5352

<b>Department:</b>	ITD Computer Center
<b>Location:</b>	Hunter Hall Room #103
<b>Position:</b>	General Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will greet customers and help them with their requests. Deliver mail and run errands. Student will also help with various projects as needed.
<b>Skills/ Experience &amp; Duties:</b>	Typing, computer knowledge, filing, copying, faxing, running errands, answering phones, shredding, and mailing.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Student will be needed the most during lunch hours, Monday - Friday
<b>Contact Person:</b>	Brenda Cummings
<b>E-mail:</b>	<a href="mailto:Brenda-Cummings@utc.edu">Brenda-Cummings@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4765

<b>Department:</b>	Military Science (ROTC)
<b>Location:</b>	601 Douglas Street
<b>Position:</b>	Student Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist the department in the daily functions of the office. Will be responsible for cadet record filing and maintaining files in order. Student may also be requested to assist supply set with gear issue and inventory.
<b>Skills/ Experience &amp; Duties:</b>	Basic computer skills, faxing, filing, copying and collating, on-campus errands, good telephone etiquette and other office duties as assigned.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable- Mon thru Fri 8:00a.m.-5:00p.m.
<b>Contact Person:</b>	Michelle Pelfrey
<b>E-mail:</b>	Laura-Pelfrey@utc.edu
<b>Contact Phone:</b>	(423) 425-5581

<b>Department:</b>	Music Department
<b>Location:</b>	Fine Arts Center Room #308
<b>Position:</b>	Student Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist the department in the daily functions of the office.
<b>Skills/ Experience &amp; Duties:</b>	The student duties will include on-campus errands, occasionally answering the telephone, taking messages, greeting guests and other duties as assigned.
<b>No. of Students Needed:</b>	1 student workers
<b>Hours:</b>	Negotiable- Student will be most needed on Thursday afternoons.
<b>Contact Person:</b>	Terry Sanford
<b>E-mail:</b>	Terry-Sanford@utc.edu
<b>Contact Phone:</b>	(423) 425-4601

<b>Department:</b>	Office of Research Integrity
<b>Location:</b>	Hooper Hall #201
<b>Position:</b>	Student Office Assistant
<b>Job Description:</b>	Student will assist with a variety of office functions including research and professional support. Assists with human subjects involving lab animals, managing the CITI training program required by faculty, staff and students who conduct research. Help with office functions, answering phones, scheduling appointments and training events, able to maintain the ORI web page.

<b>Skills/ Experience &amp; Duties:</b>	Excellent computer skills in Microsoft Office, Adobe and Excel. Proficient in internet use and database management. Strong organizational/interpersonal skills, Good oral/written communication skills.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable- Mon thru Fri 8:00a.m-12:00p.m.
<b>Contact Person:</b>	Lindsay Pardue
<b>E-mail:</b>	Lindsay-Pardue@utc.edu
<b>Contact Phone:</b>	(423) 425-4443

<b>Department:</b>	Physics, Geology and Astronomy Departments
<b>Location:</b>	Grote Hall Room #208A
<b>Position:</b>	General Office/Lab Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist the department in the daily functions of the office – which includes assisting the lab coordinators and professors in the maintenance of teaching collections and lab/research equipment.
<b>Skills/ Experience &amp; Duties:</b>	Filing, answering phones, running errands, copying and other office duties as assigned.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable- Mon thru Fri
<b>Contact Person:</b>	Kelly Locke
<b>E-mail:</b>	<a href="mailto:Kelly-Locke@utc.edu">Kelly-Locke@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4404

<b>Department:</b>	Records and Registration
<b>Location:</b>	Race Hall Room #109
<b>Position:</b>	Records Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist the Records and Registration Office staff with the daily functions of the office – which will include: online indexing in Banner Document Management System and overall organization of Records documents and files.
<b>Skills/ Experience &amp; Duties:</b>	Student should have the ability to alphabetize, organize, and maintain confidentiality. Experience in an office environment is preferred.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable – Student is most needed Monday through Friday 8:00a.m.- 5:00p.m.
<b>Contact Person:</b>	Rebecca Dragoo
<b>E-mail:</b>	Rebecca-Dragoo@utc.edu
<b>Contact Phone:</b>	(423) 425-4416

<b>Department:</b>	Leadership and Learning
<b>Location:</b>	Pfeiffer Hall Room #101
<b>Position:</b>	Student Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist staff in the daily function of the department’s office.
<b>Skills/ Experience &amp; Duties:</b>	On-campus errands, mailings, filing, copying, data entry, and answering the phone. Student should have knowledge of Microsoft Word, PowerPoint, and Excel. Student should have good computer and communication skills.
<b>No. of Students Needed:</b>	2 student workers
<b>Hours:</b>	Negotiable- Student will be most needed Monday through Friday 9:00a.m.-4:00p.m.
<b>Contact Person:</b>	Sandra Jones

<b>E-mail:</b>	<a href="mailto:Sandra-Jones@utc.edu">Sandra-Jones@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-1781

<b>Department:</b>	School of Nursing
<b>Location:</b>	Metro Building Room #311
<b>Position:</b>	Lab/Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist faculty, staff and the director of the School of Nursing in the daily function of the department's office and lab. Student will assist with maintenance of students file and data entry, create new files for incoming students, maintain inventory of equipment, monitor computers/equipment, prepare and mail information packets as requested, letters and clinical packets for newly admitted students, will prepare student work references to be completed by director. Student will type memos, reports, and other correspondence, copying, on-campus errands and successfully complete any other duties as requested.
<b>Skills/ Experience &amp; Duties:</b>	Student should be a self-motivated and energetic worker, have basic computer literacy and knowledge skills, good customer service skills and willingness to learn.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable- Mon thru Fri 8:00a.m.-4:30p.m.
<b>Contact Person:</b>	Michelle Rosano

<b>E-mail:</b>	<a href="mailto:Michelle-Rosano@utc.edu">Michelle-Rosano@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-5766

<b>Department:</b>	Sociology, Anthropology and Geography Departments
<b>Location:</b>	Brock Hall Room #308
<b>Position:</b>	Work Study Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist the department in the daily functions of the office.
<b>Skills/ Experience &amp; Duties:</b>	Filing, copying and collating, on-campus errands, good telephone etiquette and other office duties as assigned. Student should have knowledge of Microsoft Word and Excel.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable – Student will be most needed Monday through Friday 8:00a.m.-5:00p.m.
<b>Contact Person:</b>	Marva McGee
<b>E-mail:</b>	<a href="mailto:Marva-McGee@utc.edu">Marva-McGee@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4411

<b>Department:</b>	Student Support Services
<b>Location:</b>	Frist Hall Room #216
<b>Position:</b>	Student Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will provide clerical and receptionist support to Student Support Services staff/Front desk.
<b>Skills/ Experience &amp; Duties:</b>	Word processing, computer knowledge, filing, copying, running errands, answering phones, and mailing. Student should have excellent communication and interpersonal skills. Maintain a professional demeanor in attitude and dress code.
<b>No. of Students Needed:</b>	1 student workers
<b>Hours:</b>	Negotiable – Student will be most needed Monday through Friday 8:00a.m.-5:00p.m.
<b>Contact Person:</b>	Shirl Gholston
<b>E-mail:</b>	<a href="mailto:Shirl-Gholston@utc.edu">Shirl-Gholston@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-5235

<b>Department:</b>	University Honors Program
<b>Location:</b>	Guerry Center Room #202
<b>Position:</b>	General Office Assistant
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist in processing request for materials, assisting in set-up for meetings and special projects as assigned. Student should have professional work habits, good telephone manner, including correct grammar using standard English.
<b>Skills/ Experience &amp; Duties:</b>	Data entry, on-campus errands, copying, filing, assisting with mass mailings and typing accuracy.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable – Student is most needed Monday through Friday in the afternoons.
<b>Contact Person:</b>	Melissa Burchfield
<b>E-mail:</b>	<a href="mailto:Melissa-Burchfield@utc.edu">Melissa-Burchfield@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4128

<b>Department:</b>	Walker Teaching Resource Center
<b>Location:</b>	Hunter Hall #401
<b>Position:</b>	Faculty Lab Technician
<b>Job Description:</b>	Applicant must be Work Study eligible. Student will assist faculty with lab computers and answer questions, clean each computer, keyboard and mouse. Help clean lab, deliver materials to other offices, assist at events on campus, help with walk-ins, assist with telephone traffic and other special projects
<b>Skills/ Experience &amp; Duties:</b>	Student must be punctual and reliable. Candidate should be proficient in the use of computers and printers. Knowledge of office methods, practices, procedures, able to communicate problems and be a self-starter. This position requires a working knowledge of programs such as Windows Microsoft Office, etc.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable – Mon thru Fri from 8:00a.m.-5:00p.m.
<b>Contact Person:</b>	Kellie Karaky
<b>E-mail:</b>	<a href="mailto:Kelly-Karaky@utc.edu">Kelly-Karaky@utc.edu</a>
<b>Contact Phone:</b>	(423) 425-4188

<b>Department:</b>	Women's Studies
<b>Location:</b>	Holt Hall #338D
<b>Position:</b>	Communications Assistant
<b>Job Description:</b>	The Women's Studies communication assistant is responsible for in and out-of-house communications with students, faculty, alumni and community members.
<b>Skills/ Experience &amp; Duties:</b>	Good writing skills, ability to use Publisher software to put together the Women's Studies newsletter, good interpersonal skills, ability to develop electronic documents and send e-mails, make posters, organize files that consists of electronic and paper documents.
<b>No. of Students Needed:</b>	1 student worker
<b>Hours:</b>	Negotiable – Student will be most needed Monday thru Fri 8:00a.m.- 5:00p.m., especially in the afternoons
<b>Contact Person:</b>	Heather Grothe
<b>E-mail:</b>	Heather-Grothe@utc.edu
<b>Contact Phone:</b>	(423) 425-2139

