<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Description</th>
<th>Email for resumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEIU Student Union, Event &amp; Conference Services</td>
<td>Description/Requirements: Manage day to day operations of the Welcome Desk including opening &amp; closing of cash register &amp; ID Works software; Act as Box Office customer service; Provide customer service for walk-up clients &amp; field University general questions. Bi-lingual is not required, but is very helpful. Welcome Desk Duties: Process ID Card requests Process U-Pass requests Manage point of sale transactions Manage locker rental process Reconcile sales &amp; settle cash register Box Office Duties: Process in-person ticket sales Staff Box Office during events Reconcile sales &amp; settle cash register</td>
<td>Email <a href="mailto:welcome-desk@neiu.edu">welcome-desk@neiu.edu</a> with resume and statement of interest</td>
</tr>
<tr>
<td>NEIU Student Union, Event &amp; Conference Services</td>
<td>Production &amp; Technical Services Events Crew provides support for event set-up &amp; production, client interaction and technical support. Early morning, evening and after hours work is expected. Some outdoor work is expected. PTS Events Crew Duties: Assist full time staff with: Set-up of tables, chairs &amp; staging Set-up of audio visual equipment Trouble shoot computer &amp; a/v equipment during events Act as liaison with clients during events</td>
<td>Email <a href="mailto:welcome-desk@neiu.edu">welcome-desk@neiu.edu</a> with resume and statement of interest</td>
</tr>
<tr>
<td>NEIU College of Arts and Sciences, Office of the Dean</td>
<td>Work Study Office Assistant Description/Requirements: Candidate must be well organized, dependable, punctual, &amp; detail oriented. Excellent interpersonal skills and have experience with computer programs: Microsoft Word &amp; Excel.</td>
<td>Martii Kuznicki <a href="mailto:cas@neiu.edu">cas@neiu.edu</a></td>
</tr>
<tr>
<td>Work Study position</td>
<td><strong>Job Summary:</strong> The Office Assistant will assist with day to day operation of the office by greeting visitors, filling, shredding, creating folders, and delivering campus mail. Job Duties: Logging, distributing and filing incoming paperwork. Answering phone and making phone calls. Assisting students &amp; visitors. Copying and collating print jobs for staff. Preparing outgoing mail and distributing incoming mail. Delivery official documents to campus department. Maintaining confidentiality. Other duties as assigned.</td>
<td></td>
</tr>
<tr>
<td><strong>Start Date:</strong> Fall 2021 <strong>End Date:</strong> May 2022 <strong>Desired Class Level:</strong> ✔ Freshman ✔ Sophomore ✔ Junior ✔ Senior <strong>How to Apply:</strong> Please submit your resume to <a href="mailto:cas@neiu.edu">cas@neiu.edu</a> or stop by BBH 158 <strong>Deadline to Apply:</strong> ASAP until position is filled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEIU Financial Aid, Student</td>
<td>Employer Name: Student Financial Wellness Date: Address:5500 N. St. Louis Ave.D-200City/State/ Zip Code: 60625 Website: neiu.edu Contact Person: Yvonne Preston Title: Financial Aid</td>
<td><a href="mailto:Y-Preston@neiu.edu">Y-Preston@neiu.edu</a></td>
</tr>
</tbody>
</table>
## Financial Wellness

**Work Study position**

Position Title: Student Worker Customer Service Representative

**Description/Requirements:** Will provide Customer Service, filing, typing emails, answering phones in Financial Aid Call Center, maintaining email files and inbox, performs related tasks and other office duties as assigned. Must be well organized, detail oriented and comfortable working unsupervised. You will be providing customer service online as well as on the phones when returning to campus. Applicants should have a dedicated personal computer with wi-fi (no working from public/library terminals). Applicants will be handling a large volume of confidential documents electronically, typing speed of 35-40+ WPM and familiarity of Gmail functionality is a plus. Hours per week: 20 hours per week with availability between 9:00 am – 4:30 pm Monday-Friday to be discussed - Summer (1) Federal Student Aid Worker Fall (2) Federal Work Study students needed

Interested Applicants should email me with their Cover letters and resumes. Email resume + cover letter Financial Aid Telephone Center Supervisor Y-Preston@neiu.edu

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## NEIU Mail Services

**Work Study Position**

Department: Mailing, Shipping and Receiving

**Position:** Work Study

**Rate:** $13.00 per hour

**Hours:** Monday - Friday 8:00 a.m. – 4:00 p.m.

**Responsibilities:**

- This position requires an individual capable of safely lifting up to 75 pounds without assistance, on occasion.
- Delivers mail to departments across the various buildings on campus.
- Delivers UPS and FedEx packages to the appropriate departments.
- Participates in the daily sorting of all incoming mail and parcels as directed by the Mail Services Mail Messenger.
- Assists in the maintenance of University interoffice mailing lists and routes.
- Assists in the tabulation of presort mail and the completion of all related forms.
- Performs additional duties as assigned by the Mail Services Mail Messenger.

**Contact Agent:**

Mary Serio
773-442-5292
m-schultz1@neiu.edu
### NEIU Art Department Work Study position

The Art Department seeks a work study student for departmental work that includes:
- General office work (filing, sorting, data entry, etc.)
- Image scanning and organizing (no prior experience required)
- Document delivery
- Miscellaneous projects

Email: p-goldman@neiu.edu

### NEIU UTS Media Services Work Study position

**Media services technical assistantship**

To assist department with these following basic duties:
- Classroom/event Video recording and editing
- Classroom AV technology troubleshoots and supports
- Phone coverage and equipment loan check (in-out)

Deadline to apply: open until filled

**State Date:** ASAP  
**End Date:** 05/15/2022  
**Job Location:** 5500 N. St. Louis Ave, E-BL 100; Chicago, Il 60625

How to apply: Send email and resume to Tim Davis at td-davis2@neiu.edu

Email: td-davis2@neiu.edu

### NEIU Chemistry Department Work Study position

**Job ID** 5434037  
**Job Title:** Laboratory Assistant  
**Type of Job:** Work Study  
**Job Location:** On Campus

**Job Requirements**
- **Degrees Wanted:** None  
- **Required Majors**  
- **Wanted Majors:** Any Major  
- **Job Targets**  
- **Wanted Job Target**  
- **Must have Federal Work Study Award**

**Description/Requirements:**
- Chemistry major or minor preferred
- Perform internet research, assist faculty members in remote lab teaching, may create tutorial videos, assist lab manager with lab preparations and maintenance tasks.

**Name:** Niroshi Meegoda  
**Address:** 5500 N. St Louis  
**Chicago, IL 60625**  
**Phone:** 773-442-5677  
**Email:** N-Meegoda@neiu.edu

Email: N-Meegoda@neiu.edu
NEIU Computer Sciences Work Study position

Description/Requirements: Looking for someone self-motivated and self-directed to work as office support for the Computer Science department. Must have excellent communication skills, be proficient with Microsoft Office and enthusiastic about maintaining social media outlets. Duties will include: updating the department website using the university system in place, maintaining and supporting the department’s social media presence. Once back on campus, duties will include office support such as copings, making flyers and running errands on campus. Ms. Alicia Perez, Northeastern Illinois University Computer Science 5500 N. St. Louis Ave, Chicago, Illinois 60625 United States. Program/Student Advisor: Phone: 773-442-4722

A-Perez6@neiu.edu

NEIU TRIO Student Support Services

Must be enrolled at NEIU for 6 hrs or more during the Spring 2019 term. Student tutor-mentors are needed to assist TRIO students in learning the skills necessary to succeed in their academic courses.

For Writing-Reading tutors: Tutor, review, and assess learning of the writing process, as well as sentence skills & grammar. Assist students in developing reading comprehension strategies to understand difficult texts.

For Math & Natural Science tutors: Tutor, review, and assess learning of course-relevant concepts and test preparation in mathematics/quantitative reasoning. Aid students’ understanding via multimodal instruction of concepts. Assist students in developing learning and study strategies appropriate to scientific or quantitative reasoning.

All tutors
Identify individual academic needs of the tutee to set goals and prepare for sessions accordingly. Answer questions and research answers when not immediately known. Develop and train other tutors with resources and curriculum for use by the TRIO program. Assist with class preparation, organization of notes, creation of study guides. Tutor in effective strategies for test preparation. Assist with development of study skills, note-taking skills, active reading skills, and organizational skills relevant to content areas.

Amie Jatta, Director
Email: TRIOsss@neiu.edu Phone: 773-442-4975 Website: https://www.neiu.edu/university-life/trio-student-support-services

triosss@neiu.edu
<table>
<thead>
<tr>
<th>NEIU Office of Human Resources</th>
<th>Employer Name: Office of Human Resource  Date: 08/26/2021  Judy Taylor <a href="mailto:jd-taylor@neiu.edu">jd-taylor@neiu.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 5500 North Saint Louis Ave (Bernard Office Building)</td>
<td>City/State/Zip Code: Chicago IL 60625</td>
</tr>
<tr>
<td>Work Study Position</td>
<td>Website: <a href="https://www.neiu.edu/about/working-here/contact-human-resources">https://www.neiu.edu/about/working-here/contact-human-resources</a></td>
</tr>
<tr>
<td>Contact Person: Judy D. Taylor</td>
<td>Title: Human Resource Assistant Manager  Email: <a href="mailto:jd-taylor@neiu.edu">jd-taylor@neiu.edu</a></td>
</tr>
<tr>
<td>Phone: (773) 442 – 5221  Salary: $11:00 per hour</td>
<td>Email: <a href="mailto:jd-taylor@neiu.edu">jd-taylor@neiu.edu</a></td>
</tr>
<tr>
<td>Part-time Position Title: Student Worker</td>
<td>(Position should be no more than 20 hours per week)</td>
</tr>
<tr>
<td>Description/Requirements: Filling lots of paperwork and applications, posting jobs on main campus, answering phones and covering the front desk when needed</td>
<td></td>
</tr>
<tr>
<td>Start date: Fall 2021</td>
<td>Required Education Level <em>X</em> Freshman <em>X</em> Sophomore <em>X</em> Junior <em>X</em> Senior</td>
</tr>
<tr>
<td>Desired Skill Level: Able to alphabetize and answer phones</td>
<td>How to Apply: Email resume to Judy Taylor at <a href="mailto:jd-taylor@neiu.edu">jd-taylor@neiu.edu</a> or drop off resume at 5555 North Bernard Street (corner of Bryn Mawr &amp; Bernard Street)</td>
</tr>
<tr>
<td>Deadline to apply date: ASAP or until position is filled</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Details</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **NEIU McNair Scholars** | **Student Aide position**

Position Information
McNair Scholars Program looking for a graduate student to work 20 hours a week to assists in carrying out administrative functions of the McNair Scholars Program. The payment rate is $15 per hour.

Description/Requirements: Support the administration of the budget, purchase orders, travel vouchers, analyzes budget, creates and maintains spreadsheet of funds, modifies/supervises the maintenance of file/record system for the program. Orders and maintains an inventory of supplies. Prepares direct payment vouchers, requisitions, and other payment requests. Prepares receipts/reimbursements for departmental employees. Acts as liaison for department operations such as purchasing and budgeting. Contributes to the preparation and review of various administrative, personnel, and other reports. Recording former scholars’ progress in graduate school. Assists program staff in outreach, application, and enrollment processes. Assists in planning and administration of special events, such as information meetings, recruitment events, cultural events, recognitions, and events for scholars; and their families. Maintains the bulletin board.

Start date: ASAP
Required Education Level: Graduate

Please email resume + cover letter to Angela Vidal-Rodriguez

avidalr@neiu.edu
| College of Business and Technology Work Study or Student Aide | NEIU College of Business and Technology CBT 178_5500 N St. Louis AveContact Person: Dee Kimpel at or 773.442.6141Deadline to apply date: Friday September 3, 2021Duties: Assist instructors during class with remote learning, including Zoom and Google chat used for video and chat conferencing Monitor breakout rooms Maintain disinfectant cleanings between student visits in breakout rooms Photocopy Log office hours in spreadsheet Print syllabi File documents Answer phones Must have day and evening availability The following criteria is required; Student must be enrolled in class during the Fall, 2021 Student must have at least nine credit hours to be work study eligible Must be willing to work on campus socially distant from professor and students Must be willing to assist faculty with technology assistance (Zoom and camera). Must be willing to work on campus Maximum hours: 20 hours per week |
| NEIU Non Traditional Degree program Student Aide or Work Study position | Student Employee Position (Graduate Student Preferred but not Required): Writing, Humanities, and Social Sciences Tutor Contact: Maureen Walsh m-walsh4@neiu.edu or Tim Barnett t-barnett1@neiu.edu Phone: 773-442-6037 |

This position is with the university’s Nontraditional Degree Programs office and is part-time (15-20 hours per week) at a rate of $16-18 per hour (depending on experience.) The position requires an excellent student with strong writing skills and a strong general background in the humanities and the social sciences. Experience tutoring or teaching writing or another subject is also helpful. The person selected for this position will support non-traditional, adult students from a wide variety of backgrounds with their writing and, potentially, with their general studies in the humanities and social sciences. The person hired must be able to assess student writing, respond to student work, work with a variety of writing assignments in a number of disciplines, and more. The successful candidate will have a demonstrated background of success in academic writing (everything from generating ideas to revision and editing) at the university level and a demonstrated ability to work independently and to make decisions about complex issues related to student success. This position will also include some project work, including researching NEIU’s writing requirements; researching best methods for tutoring writing; understanding proficiency tests in writing, the humanities; and social sciences (the DSST and CLEP exams, for example); and other projects and administrative work.
<table>
<thead>
<tr>
<th>NEIU Non Traditional Degree program</th>
<th>Student Employee Position (Graduate Student Preferred but not Required: STEM Tutor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Aide or Work Study position</td>
<td>Non-Traditional Degree program</td>
</tr>
<tr>
<td></td>
<td>Contact: Maureen Walsh <a href="mailto:m-walsh4@neiu.edu">m-walsh4@neiu.edu</a> or Tim Barnett <a href="mailto:t-barnett1@neiu.edu">t-barnett1@neiu.edu</a></td>
</tr>
</tbody>
</table>

Phone: 773-442-6037

This position is with the university’s Nontraditional Degree Programs office and is part-time (15-20 hours per week) at a rate of $16-18 per hour (depending on experience). The position requires a student with strong math skills and some course or professional experience with technology and/or the sciences (biology, chemistry, physics, earth science, etc.). The position will involve tutoring students in math primarily but also potentially in a variety of STEM fields. Ideally, the candidate hired for this position will have some tutoring or teaching experience and will be comfortable tutoring nontraditional, adult students from a wide variety of backgrounds who might be hesitant about taking a math class or a math placement test. The successful candidate will have a demonstrated background of success in working independently along with the ability to make complex decisions in relation to student learning (by accurately assessing where students are, helping them overcome fear of math or science, providing appropriate feedback to students, reporting back to the NDP Director about student progress, etc.). This position will also include some project work, including researching NEIU’s math requirements; reviewing proficiency tests in math, technology, and the sciences (the DSST and CLEP exams, for example); and other projects and administrative work.
| NEIU University Without Walls | Graduate Student Employee Position: University Without Walls Support  
Contact: Maureen Walsh m-walsh4@neiu.edu or Tim Barnett t-barnett1@neiu.edu  
Phone: 773-442-6037  
This position is with the university’s Nontraditional Degree Programs office and is part-time (15-20 hours per week) at a rate of $17-18 per hour (depending on experience). It will require a graduate student who is strong in a variety of subjects, has tutoring experience, and is willing to learn about nontraditional degree programs, prior learning assessment (assessing non-academic experience for college credit), and prison education programs (some of NEIU’s University Without Walls students are incarcerated in Stateville prison). The successful candidate will have a demonstrated ability to work independently and to make decisions about complex issues related to student success. The position will also require the ability to make complex decisions on a variety of subjects, to work independently, to successfully tutor and advise students, to conduct workshops for UWW students and faculty advisors about University Without Walls, and project work having to do with marketing the UWW program and supporting our incarcerated students. | Maureen Walsh m-walsh4@neiu.edu or Tim Barnett t-barnett1@neiu.edu |
| NEIU University Police | University Police  
Parking Facility PF 104 NEIU  
https://www.neiu.edu/university-life/university-police  
Contact: John J. Escalante  
Director, Chief of Police  
Email:C  
Phone: (773) 442 - 4103  
Fax: (773) 442 - 4110  
Description/Requirements:  
The student employee should have a working knowledge of Microsoft Office, Google Docs, and related spreadsheets. The student should be able to conduct Internet based research projects. The student will report to Chief Escalante and/or Rosetta Cash (Administrative Assistant for daily assignments and research projects. Hours will be flexible based on student’s availability.  
Start date: September 08, 2021  
End date: May 15, 2022  
Required Education Level _X_Freshman __Sophomore __ Junior __ Senior  
How to Apply: email contact person J-Escalante3@neiu.edu John J. Escalante on how to apply for the position.  
Deadline to apply date: September 03, 2021 | Cheif of Police  
John J. Escalante,  
J-Escalante3@neiu.edu |
| NEIU Daniel L. Goodwin College of Education, Office of the Dean Work Study position | Daniel L. Goodwin College of Education, Office of the Dean  Date: August 1, 2021  Address: 5500 N. St. Louis Ave, Chicago, IL 60640  LWH-4044773-442-5500  Dr. Alberto Lopez, Associate Dean and Licensure Officer, Daniel L. Goodwin, College of Education, Office of the Dean  Title: Associate Dean and Licensure Officer, Daniel L. Goodwin, College of Education, Office of the Dean  Email: alopez1j@neiu.edu  Clerical work in the GCOE Dean’s office: answering phones, greeting visitors, scanning documents creating digital files, assisting the GCOE Dean’s staff and GCOE Dean’s. Additionally, other duties as assigned.  Start date: August 30, 2021  Required Education Level:  _X_Freshman  _X_Sophomore  _X_Junior  _X_Senior  Please email resume to the contact person above listed  Deadline to apply date: September 30, 2021 |
| NEIU Off-Campus Employment Federal Work Study | Asian Human Services LEAF Program  
**Department/Agency:** Asian Human Services LEAF Program  
**Salary:** $15.00  
**Contact Person:** M a n d y B o z a r t  
**Telephone:** 773-564-4963  
**Start Date:** Anytime semester  
**Desired Class Level:** X Freshman X Sophomore X Junior X Senior  
**How to Apply:** Please email Mandy Bozart at the above email address for more information  
**Deadline to Apply:** Open until March 2022  
**Description/Requirements:** Must be work study eligible and have an interest in working with and helping kids!  
|  
|  
| Associate Dean and Licensure Officer  
amlopez1j@neiu.edu  
| mbozart@ahschicago.org  
<p>|</p>
<table>
<thead>
<tr>
<th>NEIU Library Main Campus</th>
<th>Tech Desk Assistant (Work-Student Contact/Reports to: Mary Thill, Reference Coordinator</th>
<th>Wage/Classification: Level II at $11/hour</th>
<th>Hours: As needed, during regular Library hours</th>
<th><a href="mailto:m-thill@neiu.edu">m-thill@neiu.edu</a></th>
</tr>
</thead>
</table>

**Work Study**  
This position staffs the Tech Desk on the first floor of the NEIU Library. The Tech Desk Assistant helps NEIU Library patrons, including students, faculty, staff, and community members, with the technology necessary to complete research and academic work. The NEIU Library is home to numerous student and faculty support services, and we are looking for an assistant who can help visitors have a better experience in our facility. Your contribution can take many forms, from helping a patron with printing, to providing librarians with the technology support to produce a grant application.

**Responsibilities and Duties:**
- Staff the Tech Desk during assigned hours.
- Help students, faculty, and staff with printing, copying, and scanning.
- Help with technology projects to further the mission/vision of the Library.
- Help students find resources. This means making referrals to the appropriate area of the Library.

**Qualifications:**
- Work-study.
- Helpful, “can-do” attitude.
- Knowledge of popular software and NEIU platforms (Office, D2L, etc.).
- Technically-minded and a creative problem solver.
- Ability to work with people from diverse backgrounds.
- Strong communication skills.
- Punctual and reliable.
- Approachable and friendly
NEIU Student Financial Wellness (2) Work Study position

**Job Description:** Will provide customer service, reception, filing, typing, sorting, maintain records, performs related tasks and other office duties as assigned. Must be organized, detail oriented and comfortable working unsupervised. Applicants will be handling a large volume of confidential documents electronically. Typing speed of 50+ WPM and familiarity with Gmail functionality is a plus. Punctuality is a must.

Hours per week: 15-20 hours weekly during office hours:
Mondays & Fridays 8:30 am -4:30 pm.
Tuesday, Wednesday, Thursday: 8:30-6pm
Preference given to applicants available for 6 hour shifts.
Salary: $15.00

Job Targets Wanted: Accounting, Business, Office and Administrative Support

Equal Opportunity Employer: Yes
Employer Website: www.neiu.edu
Contact Person: Heather Carper, h-carper@neiu.edu

Application Instructions: To apply for this position: MUST HAVE A WORK STUDY AWARD and BE ENROLLED for at least half-time every term. Applicants must show a history of good academic and financial standing with the University
Email for appointment
<table>
<thead>
<tr>
<th><strong>NEIU Student Employment Office</strong></th>
<th><strong>Student Employment Coordinator Email:</strong> <a href="mailto:mlebronf@neiu.edu">mlebronf@neiu.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Study position</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>Address: 5500 N. St Louis Ave. - Building D Room 012 (lower level)</td>
</tr>
<tr>
<td><strong>City/ State/ Zip Code:</strong></td>
<td>City/ State/ Zip Code: Chicago, IL 60625</td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td>Website: NEIU.EDU</td>
</tr>
<tr>
<td><strong>Contact Person:</strong></td>
<td>Contact Person: Maria Lebron</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>Phone: 773-442-4697</td>
</tr>
<tr>
<td><strong>Part-time Position Title:</strong></td>
<td>Part-time Position Title: Front Desk Representative/Office Clerk</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>Salary: $14.00 an hour</td>
</tr>
<tr>
<td><strong>Description/Requirements:</strong></td>
<td>(Position should be no more than 20 hours per week)</td>
</tr>
<tr>
<td><strong>Start date:</strong></td>
<td>Start date: August 30, 2021</td>
</tr>
<tr>
<td><strong>Required Education Level:</strong></td>
<td>Required Education Level: Freshman, Sophomore, Junior</td>
</tr>
<tr>
<td><strong>Deadline to apply date:</strong></td>
<td>Deadline to apply date: August 15, 2021</td>
</tr>
</tbody>
</table>
**Wage/Classification:** Level IV at $13/hour

**Hours:** Primarily mornings, evenings, and weekends

**Job Title:** **Reference Desk Assistant** (Graduate Student Aide)

**Contact/Reports to:** Mary Thill, Reference Coordinator, m-thill@neiu.edu

**Chrissy Cogswell, El Centro Co**

**Job Overview:**

This position provides friendly, patron-centered reference assistance through chat and in-person at a public service desk at the libraries. The Reference Desk Assistant helps NEIU Libraries' patrons, including students, faculty, staff and community members, access the library resources they need to complete research and academic work. Your contribution can take many forms, from helping a patron with finding an article to troubleshooting a printing issue, to helping a patron make an interlibrary loan request.

**Responsibilities and Duties:**

- Staff the Reference Desk and chat service during assigned hours
- Supports students, faculty and staff in research and learning
- Directs students to appropriate educational resources across and beyond campus
- Provides assistance to faculty librarians in their social-science based research projects
- Performs other duties as assigned.

**Qualifications:**

- A sincere desire to support the Library mission and uphold the American Library Association's Professional Ethics
- Customer service experience and a helpful, “can-do” attitude
- The ability to work with people from diverse backgrounds
- Excellent communication skills
- The ability to perform basic troubleshooting for popular software, office equipment, and NEIU platforms (e.g., Google Suite, D2L, scanners and printers)
- Punctuality and reliability
- Experience with library-based research, including database and catalog searching, at the intermediate to advanced level is strongly preferred.

**NEIU Office of Career Development**

**Title:** Work/Study Position for Spring 2021 semester

**Department:** NEIU Career Development

**Location:** Remote

**Hours:** Flexible; 10 - 20 hours/week

**Job Summary:**

This position is providing virtual support to the Career Development staff. It is an administrative and program support role. The ideal candidate would match the following skill set:

- Strong interpersonal skills
- Commitment to diversity, equity & inclusion for all
- Self-motivated & dependable
- Ability to work independently & collaboratively
- Professional communication skills
- Understanding of Microsoft Office and Google Drive
- Fluency in video meeting platforms (Google Meet, Zoom, Webex, etc.)
- Strict adherence to confidentiality policies
- Current undergraduate or graduate student at NEIU, taking 6 credit hours or more in the
Spring 2021 semester Additional preferred criteria would include:

- Available to work between minimum 10 to maximum 20 hours per week
- Ability in creating and marketing social media flyers
- Interest in attending virtual professional development workshops
- Interest in online research

If interested, please submit the following:

- Current resume; 2 pages maximum
- Cover letter (this is so we can get an idea of your writing skills)
- Copy of work-study award letter for Fall 2020 and/or Spring 2021
- Full names, e-mail addresses, and phone numbers of two references from either faculty, advisor, or professional affiliates

Please note that students who have received psychotherapy from Counseling Services are not eligible to apply. Though Student Counseling believes they have great clients, they also see it is in their students’ best interests to keep the employee and client roles separate. Submit all materials to: Career Development at ocs@neiu.edu; Resumes and cover letters received by 07/01/2021 at 4:00pm will receive priority consideration, or until the position is filled. If you have any further questions, you may contact Career Development at ocs@neiu.edu or call 773-442-4680.

<table>
<thead>
<tr>
<th>NEIU TRIO Student Support Services</th>
<th>Location: NEIU Library 412</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website:</td>
<td><a href="http://www.neiu.edu/university-life/trio-student-support-services/services">http://www.neiu.edu/university-life/trio-student-support-services/services</a></td>
</tr>
<tr>
<td>Fillable application:</td>
<td><a href="https://drive.google.com/file/d/1iaoql_Ji6WRYEk7oYWx5MG9ouYEHoMm1/view?usp=sharing">https://drive.google.com/file/d/1iaoql_Ji6WRYEk7oYWx5MG9ouYEHoMm1/view?usp=sharing</a></td>
</tr>
<tr>
<td>Student Aide position</td>
<td><a href="mailto:J-Rutschman@neiu.edu">J-Rutschman@neiu.edu</a></td>
</tr>
<tr>
<td>Contact Person: Jesse Rutschman</td>
<td>Title: Enrollment Coordinator</td>
</tr>
<tr>
<td>Email:</td>
<td>Phone: (773) 442 - 4974</td>
</tr>
<tr>
<td>Part-time Position Title: TRIO tutor/mentor</td>
<td>Pay rate $12.00 per hour</td>
</tr>
<tr>
<td>(Position should be no more than 20 hours per week)</td>
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<tr>
<td>Description/Requirements: Seeking tutor-mentors in writing, reading support, mathematics, and natural science. Provides NEIU students to gain professional development experience. Must be enrolled in 6 credit hours &amp; maintain 3.00 GPA. Applicant must fill out the TRIO application (fillable application Google drive)</td>
<td></td>
</tr>
<tr>
<td><a href="https://drive.google.com/file/d/1iaoql_Ji6WRYEk7oYWx5MG9ouYEHoMm1/view?usp=sharing">https://drive.google.com/file/d/1iaoql_Ji6WRYEk7oYWx5MG9ouYEHoMm1/view?usp=sharing</a></td>
<td></td>
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<tr>
<td>Submit/email a PDF of unofficial transcript from all institutions of Higher Education attended. Submit /email update resume. Provide/email contact information for two faculty or professional references. Any questions or application materials can be directed to the TRIO office at <a href="mailto:trioss@neiu.edu">trioss@neiu.edu</a> or (773) 442 – 4971</td>
<td></td>
</tr>
</tbody>
</table>
or visit: [http://www.neiu.edu/university-life/trio-student-support-services/services](http://www.neiu.edu/university-life/trio-student-support-services/services)

Start date: Fall 2021

Required Education Level: _X_Freshman _X_Sophomore _X_Junior _X_Senior _X_Grad.

<table>
<thead>
<tr>
<th>NEIU Library</th>
<th>Position: Work Study, Access Services (3 positions) – Fall 2021</th>
<th><a href="mailto:z-mcmahon@neiu.edu">z-mcmahon@neiu.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Study, (3 positions)</td>
<td>Salary: $12.00/hr Start date: August 19, 2021 Contact Person: Zach McMahon</td>
<td></td>
</tr>
<tr>
<td>Open Position Descriptions and Requirements:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Title: Circulation Desk Hours Per Week: 10-20 hrs/wk, weekend and evening availability required Wage: $12.00/hr Work Site: Ronald Williams Library</td>
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</tr>
<tr>
<td>Job Title: Book Shelving Hours Per Week: 10-20 hrs/wk Work Site: Ronald Williams Library</td>
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<td></td>
</tr>
<tr>
<td>Job Title: Interlibrary loan Assistant Hours Per Week: 10-20 hrs/wk Wage: $12.00/hr Work Site: Ronald Williams Library</td>
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<tr>
<td>All 3 positions are responsible for performing a wide range of roles including but not limit to:</td>
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<tr>
<td>● Provide excellent customer service at the circulation desk, reserve desk, and by telephone</td>
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<tr>
<td>● Open and close the Library building</td>
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<td>● Charge and discharge Library materials in a variety of formats</td>
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<tr>
<td>● Inspect Library materials for damage and/or missing parts</td>
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<tr>
<td>● Pack and unpack interlibrary loan shipments and deliveries</td>
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<td></td>
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<tr>
<td>● Search for requested and missing books</td>
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<tr>
<td>● Scan journal articles for electronic delivery</td>
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<tr>
<td>● Print labels for interlibrary loan shipping</td>
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<tr>
<td>● Sort and shelve a variety of library materials</td>
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</tbody>
</table>

Required skills:

● Customer service  
● Computer proficiency  
● Knowledge or willingness to learn Library resources and classification systems  

Training will be provided

To Apply:

Send resume with availability to Zach McMahon, z-mcmahon@neiu.edu
For any questions contact Ronald Williams Library at 773-442-4470

<table>
<thead>
<tr>
<th>NEIU Off-Campus Employment</th>
<th>Employer Name: Hyde Park Suzuki Institute</th>
<th><a href="mailto:Lucindaali@hydeparksuizi.org">Lucindaali@hydeparksuizi.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study</td>
<td>P.O Box 671</td>
<td></td>
</tr>
<tr>
<td></td>
<td>City/ State/ Zip Code: Bloomington, IL 61702</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website: <a href="http://www.hydeparksuizi.org">www.hydeparksuizi.org</a></td>
<td></td>
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<tr>
<td></td>
<td>Contact Person: Lucinda Ali- Landing, Executive Director</td>
<td></td>
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</tbody>
</table>

  Email: Lucindaali@hydeparksuizi.org
  Part-time Position Title: Admin and teacher assistant

  (Position should be no more than 20 hours per week)

  Description/Requirements: This position includes administrative support. Parent communication, and data entry. This position also supports the teachers with in-class instruction

  Start date: 08/23/2021 End date: May 15, 2022

  Required Education Level _X_Freshman _X_Sophomore __X_Junior __Senior

  How to Apply: __
  Mail resume + cover letter _X_Email resume + cover letter

  Deadline to apply date: Rolling application acceptance

<table>
<thead>
<tr>
<th>NEIU Off-Campus Employment</th>
<th>Employer Name: Reading in Motion</th>
<th>Date: 8/12/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study (3 positions)</td>
<td>Address: 641 W Lake St., Suite 200</td>
<td><a href="mailto:jpin@readinginmotion.org">jpin@readinginmotion.org</a></td>
</tr>
<tr>
<td></td>
<td>Chicago, IL 60661</td>
<td></td>
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<tr>
<td></td>
<td>Website: <a href="http://www.readinginmotion.org">www.readinginmotion.org</a></td>
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<tr>
<td></td>
<td>Contact Person: Julie Pinn, Director of Finance and Operations</td>
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<td></td>
<td>Phone: 312.899.0733 Fax</td>
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</tbody>
</table>

  Part-time Position Title: Administrative Assistant (Position should be no more than 20 hours per week) Rate: $15.00 per hour

  Description/Requirements: Student will be assigned work in Programming, Development, or Finance Department depending on needs.
Possible duties to include data entry, database management, assistance with event planning, correspondence, calendaring.


3 Positions at 20 hours per week available
Must have computer and reliable internet access.

<table>
<thead>
<tr>
<th>NEIU President’s Office</th>
<th>Location:</th>
<th>President’ Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Social Media and Content Specialist</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Equity Diversity and Inclusion</td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td>$15.00 / hour</td>
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<tr>
<td>Hours required:</td>
<td>5 hours a week – the hours are flexible</td>
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<tr>
<td>Start Date:</td>
<td>09/27/21</td>
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<tr>
<td>Desired Class Level:</td>
<td>Junior or Senior</td>
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</tbody>
</table>

Job Description for Social Media, and Content Specialist

- Duties as assigned.
- Creates implements and distributes flyers, brochures and advertisements for Equity, Diversity and Inclusion events.
- Uploads photo albums, write and posts tweets.
- Attention to detail
- Create online newsletter
- Responsible for creating social media content for internal university events.
- Should be familiar with Adobe Creative Cloud
- Please bring a sample of your work

Contact Toni Scott

Scott, Toni <t-scott1@neiu.edu>