

PART-TIME & WORK-STUDY JOBS FOR ASU STUDENTS

The Center for Career Development provides this listing of current part-time employment to all ASU students. Employers (local businesses and ASU "on-campus" departments) place their requests through the Career Development office. For posting policies and disclaimers see end of Part-time job posting web site below. Each job listed will inform you of job requirements and preferred contact method. Please follow instructions as printed and you will find that "one" job to help you through the semester or year-round. List is updated daily. Jobs are listed categorically as follows:

CAMPUS JOBS

Angelo State University Multicultural Center

Position: Graduate Assistant

Qualifications/Duties: Must be dependable, professional and energetic with excellent phone and communication skills. Office work includes filing, computer data entry, creating databases and forms, and other duties as assigned. Student should be proficient in MSWord and Excel. The Graduate Assistant will be involved with data collection, analysis, and reporting for projects generated through the Multicultural Center. Attention to detail is imperative as the student will assist with various retention, outreach, and multicultural programs, design and present workshops (including marketing of such), and will plan and coordinate activities associated with the Multicultural Center. This student will also serve as a liaison between the Multicultural Center and student organizations to promote the mission of the center and the needs of diverse students. If interested please submit a complete application (available on the Graduate School web site), a resume, and three letters of reference.

Days/Times: Flexible - 15 hours/week. Most work will be Monday through Friday, 8 – 5 but some evenings and/or Saturday hours may be required occasionally.

Salary: \$13.53/hour

Contact: Lorina Soza - 942-2729, UC 114.

Posted: 2-24-10

Angelo State University Mathematics Labs

Position: Laboratory Assistant – Taking applications for future semesters.

Qualifications/Duties: Successful completion of at least one college-level mathematics course; strong communication skills and ability to explain mathematical concepts to students who are enrolled in freshmen and sophomore level mathematics courses; must be dependable and punctual. Successful completion of additional mathematics courses is preferred.

Days/Times: Labs are open Monday through Friday mornings and afternoons as well as Monday through Thursday evenings. We prefer students who can work an entire shift, but will consider students for partial shifts.

Salary: \$9.25/hour

Contact: To obtain an application, please come by the Mathematics Department, Room 220 in the Mathematics/Computer Science Building.

Posted: 1-18-10

CHILD CARE

Childcare

Qualifications/Duties: 7 year old girl, very active and needs constant attention; watch in my home or take to park/ice cream. Only very responsible, energetic, dependable persons without criminal history need to apply.

Days/Times: One Saturday a month from 1p-6p, times a little flexible.

Salary: \$50/day and I pay for gas, snacks, etc.

Contact: I work during the day, so leave a message at 212-2261.

Posted: 3-10-10

Substitute Childcare Provider

Qualifications/Duties: Must be 21 years of age. Pass DFPS criminal background check and be First Aid/CPR certified. Experience preferred; References Required

Days/Times: Monday, Tuesday, Thursday Approx. 5:15pm-7:45pm

Salary: \$7.50/hr

Contact: Shannon at 325-212-2151

Posted: 3-9-10

Babysitter

Qualifications/Duties: Need someone to care for 2year old son while I am working night shift at Shannon Medical. Seeking dependable, mature person with reliable transportation. Childcare Experience Preferred.

Days/Times: Approx. 4 nights a week 7pm-7am or 11pm-7am.

Contact: Paige at 325-763-4740 ASAP!

Posted: 3-8-10

Babysitter

Duties/Qualifications: Need babysitter for summer break, May 31st-August 16th for 5 year old. Duties would include taking him to the pool, swim class, park, movies, roller rink, ect. This would be a great job for a college student needing extra cash.

Days/Times: 8:30am-3:00pm Monday – Friday.

Contact: Email your information & references to ixoye4life@hotmail.com

Posted: 3-8-10

Babysitter

Qualifications/Duties: Available to care for toddler at my home a couple of hours a day, 4-5 days a week. I work at home and need someone to watch my daughter while I complete my workday. Prefer someone with daycare/infant experience or great for Early Childhood majors. Reliable transportation and references required. Must be dependable. Any or all class schedules will be considered. Position could turn into full-time.

Days/Times: Approx 9am-12pm, Monday-Friday.

Salary: \$20 a day

Contact: Call Mónica García 325-942-0542.

Posted: 3-5-10

Pumpkin Patch Preschool

Position: Child Care Staff

Days/Times: Afternoon shift – Mon. through Fri.

Contact: Apply in person at 3302 Green Meadow.

Posted: 3-3-10

OFFICE HELP/CLERICAL/CASHIER**San Angelo Radiologists, P.A.**

Position: Clerk

Qualifications/Duties: Clerical and computers skills necessary along with the ability to meet deadlines. Medical billing background a plus.

Days/Times: Afternoon hours

Salary: Based on experience.

Contact: Deliver resume' to or fill out application at 3308 Foster St.

Posted: 3-11-10

1st Community Federal Credit Union

Position: Teller

Qualifications/Duties: Excellent customer service skills required. Previous cash handling a plus. Credit reports will be obtained.

Days/Times: 1pm – 6:15pm, Monday through Friday and rotating Saturday mornings 7:15am – 1:15pm. PLEASE Do Not apply if your schedule does not allow for these days and times.

Salary: Starting at \$8.29 per hour plus opportunity to earn additional in incentives

Contact: Accepting applications at 3505 Wildewood Drive.

Posted: 3-10-10

Bookkeeping Help

Qualifications/Duties: Need someone to do basic bookkeeping. Must have basic accounting knowledge and it is a plus if you know QuickBooks Pro. Sophomore or higher Accounting preferred.

Days/Times: Flexible hours. 2 to 3 times a week. Will work with school schedule.

Contact: Call Dave Dierker at 227-6903 ext. 151.

Posted: 3-4-10

Local Law Office

Position: Filing Clerk

Qualifications/Duties: Include but are not limited to: filing, faxing, answering telephones, making copies, running errands, organizing and other duties as assigned.

Days/Times: Will work around schedule but prefer afternoons.

Contact: Fax Cover Letter with Resume to 325-482-8064. Fax Only Please.

Posted: 2-22-10

COMPUTER AND TECHNICAL

FOOD SERVICES

MISCELLANEOUS

Oral and Maxillo-Facial Surgery

Position: Surgical Assistant/Receptionist (2 positions)

Qualifications/Duties: Assist in Doctor surgery, sedate patient, sterilize equipment prepare equipment before and after surgery, take x-rays, clean surgery room, also cross-train on front desk. File insurance claims; handle office paperwork, schedule appointments, sealing envelopes and mail outs, and other office duties as assigned. No experience needed – will train.

Day/Times: Very flexible will work with students' schedule.

Contact: Randi at 325-949-1288

Posted: 3-11-10

All About Signs

Position: Graphic Artist

Qualifications/Duties: Needed for layouts and sign application. Experience with signs a plus.

Days/Times: Will work with student's schedule.

Contact: Apply in person at 4382 Southwest Blvd. No phone calls please.

Posted: 3-10-10

Concho Bail Bonds

Position: Marketing/Advertising Assistant

Duties/Qualifications: Junior or senior attending ASU. Must be 21 years of age. Seeking student to represent company at local business venues.

Contact: Louie Perez at 325-659-7000.

Posted: 3-8-10

City of San Angelo

Positions: 1. Relief School Crossing Guard – Risk Management – (2 Positions)

Substitute for school crossing guard. Control & direct children safely through crosswalks. Observes traffic, maintains time & attendance sheets. Other related duties as required. No convictions involving moral turpitude. Reference required. Must provide own transportation & must have telephone. A valid operator's license with a good driving record required. Monday – Friday, 7:00am to 8:15am; 2:30pm to 4:00pm. \$7.25/hr

2. Athletic Field Technician – Recreation – (4 Positions) Seeking qualified applicants for the Sports Complex to perform infield & turf maintenance, equipment operations & other tasks related to the preparation & maintenance of city athletic fields at the Texas Bank Sports Complex. Will communicate & handle problems & concerns with the overall upkeep & maintenance of the fields with Recreation Division. High school diploma or GED and one year experience in field care, maintenance, landscaping or related field or any equivalent combination of experience and training that provide the required knowledge, skills, and abilities is preferred: and most have a desire to work in the sports industry. A valid operator's license with a good driving record required. - \$8.05/hr.

3. Water Safety Instructor (WSI) – Recreation – (4 Seasonal Positions) Follows lesson plans for progressive swimming lessons. Helps in setting up pool equipment. Assists with scheduling and other clerical work. Assists with the pre-testing programs & division of classes into ability groups. Performs necessary assistance in case of staff shortages. Must be 18 years of age. Must have current Water Safety Instructor lifeguard training, first aid & CPR certification. Ability to perform strenuous duties for extended periods of time; work in extreme weather conditions & lift 50lbs. Reliable transportation required. Flexible hours Mon. – Sat. 8:00am – 11:00pm. - \$7.75/hr.

4. Pool Manager – Recreation – Seasonal Position - Supervises the operation of the swimming pool. Oversees swim classes. Prepares & maintains up to date records & reports. Schedules lifeguards & swimming instructor's work hours. Any combination of education & experience equivalent to completion of high school diploma. Ability to supervise. Ability to organize & manage special activities; Ability to communicate effectively with others. Perform job duties in a way that promotes a positive image of the City organization & the department; demonstrates effective interpersonal skills & delivers exemplary customer service. Must have a current or must be able to obtain WSI and Lifeguard Certification. Prefer one year of college & Pool Manager experience. Shifts will vary. Must be able to work weekends & evenings. Monday – Saturday 8am - 11pm. - \$8.14 – 9.00/hr

5. Lifeguard – Recreation – (12 Seasonal Positions) – Responsible for enforcing all pool rules & regulations to include maintenance of pool facility, pool deck, grounds & locker rooms. Establishes & maintains good public relations & provides assistance in a courteous manner. Minimum 16 years of age with parental waiver. Must have lifeguard training, first aid & CPR certifications. Water Safety Instructor Certification preferred. Must be in excellent health & must be able to pass lifesaving test in the water as required by Pool Manager. Ability to perform strenuous duties for extended periods of time; in extreme weather conditions and lift 50lbs. Reliable transportation required. Hours will vary, Mon. – Sat. 8am –11pm. - \$6.55 - \$7.25/hr.

6. Recreation Assistant – Recreation – Develop, organize and implement recreation & athletic activities such as arts & crafts, exercise programs, sporting events & other recreation programs as needed. Perform routine duties in the operation of the recreation center such as opening and closing the building as necessary, enforcing center rules & safety precautions; maintaining inventory of recreation supplies; keeping accurate records of participants in programs. Teach various programs for the center and any other duties assigned by the supervisor. Must be able to lift 30lbs, bend or stoop to set up chairs, tables & various recreation equipment as needed for events. Basic data entry & computer skills are preferred. Valid operator's license with a good driving record is required. 20hrs/wk – hours will vary, weekends as needed. \$7.25/hr.

7. Juvenile Community Worker Supervisor – Municipal Court – Performs supervisory duties involving the coordination of male & female work crews in the Juvenile offender community service program. Plans, assigns & monitors community service workers by using already established policies & procedures to be followed by work crews. Good knowledge of effective supervisory practices & techniques involving the application of tools, equipment & materials used in the assigned work area. Good knowledge of farming/gardening techniques. Must be able to lift 40lbs. and work in extreme weather conditions. A valid operator's license with a good driving record is required. 20-24hrs/wk. - \$8/hr.

Contact: For more information go to www.sanangelotexas.us. Applications can be faxed to 657-4530 or deliver to 72 W College, Room 305 or mailed to PO Box 1751, San Angelo, TX 76902.

Posted: 3-5-10

PM Distributers

Days/Times: Will work with school schedules.

Qualifications/Duties: Customer Service, Assist managers

Salary: \$800 a month.

Contact: Call 653-8383.

Posted: 3-5-10

House of Chemicals

Qualifications/Duties: Mostly production work with some local delivery. Must have clean driving record and be able to lift 50 lbs.

Days/Times: 1 - 5 P.M., M - F.

Contact: Apply in person at 302 N. Chadbourne.

Posted: 3-3-10

Goodfellow Air Force Base

Positions:

Recreation Assistant – NF-2 - Outdoor

Laborer, NA-02 – Lodging – 20 guaranteed hours- Mon-Fri and weekends - \$7.88/hr

Cook, NA-04 – Club

Cook, NA-04 – Mobile Sales-Event Center – Flexible hours - \$8.65/hr

Recreation Assistant, NF-2 - Fitness Instructor

Contact: Apply at Services Division Human Resources Office at Goodfellow AFB to complete the required application, Monday-Friday, 1:30-4:00 pm. Applicants without base access should go to Workforce Solutions, 202 Henry O. Flipper Street, Thursdays, 1:00-3:00 pm. Applicants claiming Veteran's Preference will need to provide a copy of their DD 214, *MEMBER COPY 4*. For Military Spouse Preference, applicants need to bring a copy of their spouse's orders.

Posted: 3-3-10

Shannon Medical Center

Positions:

- 1 Mental Health Tech – High school diploma or equivalent. Additional education and/or experience in mental health, social services & behavioral science is preferred. Basic CPR certification. CPI training to be obtained within 3 months of employment. Night Shift
- 2 Lab Assistant – Phlebotomist (As Needed) – Knowledge of infection control policies & procedures, anatomy & medical terminology.
- 3 Monitor Tech - One year of clerical experience which included operation of a computer terminal. Possession of basic EKG & CPR certification are required within 90 days of employment.
- 4 Nursing Assistant – (1 As Needed & 2 Part-Time) – Ability to perform basic patient care tasks. Certification required for skilled Nursing Unit (SNF), Float Pool, Home Health & Registry. Certification preferred for all other department.

- 5 Food Service Worker – High School graduate or GED preferred. Ability to learn basic requirements of job. Preferred Service Certified or equivalent.
- 6 Pharmacy Tech II – (2 As Needed) – One year experience as a pharmacy technician which included preparation of IV/sterile products. Texas State Board of Pharmacy Registration required, National Pharmacy Technician Board Certification preferred, and IV preparation certification within 3 months.

Contact: Online application: www.shannonhealth.com. Or e-mail hr@Shannonhealth.org. All prospective employees are required to take & pass alcohol/drug tests before final job offers are made. All new employees are required to attend orientation on their first day of employment.

Posted: 3-3-10

Trinity Enterprises

Position: General Laundry Production Help

Qualifications/Duties: Loading and unloading washer and dryers. Folding and wrapping linens in a production setting. Required to meet production quotas.

Days/Times: Tuesday & Friday evening's from 5pm to 9pm and Wednesday & Saturday morning's from 8am to 2pm.

Salary: \$12/hr and paid vacations and holidays.

Contact: Call and leave a message for Joseph at 659-2141.

Posted: 3-1-10

JHS Properties

Qualifications/Duties: Need Marketing or Finance major or anyone who wants to gain some hands on experience with customer contact in a small business setting. This candidate should approach the position as an independent contractor who will set her/his own hours depending on the needs of the business owner. Duties will be general in nature but with an emphasis on direct phone customer contact to assist me in finalizing a critical business project.

Days/Times: Approx. hours per week could be 10 to 20 hours and may include more general duties of projecting a professional office environment (housekeeping, re-organizing records, etc.). However, you will set your own schedule as an independent person.

Salary: Rate of pay will be negotiable depending on skill sets and experience.

Contact: -Send your resume to: JHS Properties, Attn: John Sage, 1305 Colorado Ave., San Angelo, TX 76901 as quickly as possible so that I can arrange to interview you as rapidly as possible.

Posted: 3-1-10

Student Translator

Qualifications/Duties: Needing student to translate safety and personnel material from English to Spanish. Must have good grammar and spelling skills in Spanish.

Days/Times: Flexible hours, will work around school schedule.

Salary: Competitive

Contact: To obtain an application please visit the Multicultural Center, UC 114.

Point of Contact: Flor Madero, 942-2073, flor.madero@angelo.edu.

Posted: 2-17-10

Angelo Water Service Co.

Position: Service Tech/Installer

Qualifications/Duties: Looking for someone who is mechanically inclined and enjoys repairing equipment. Plumbing experience a plus! Good driving record and ability to pass criminal background, physical & drug screen. Includes service & installation of water treatment equipment. If you are willing to work & learn, we can train you.

Uniforms & tools supplied.

Salary: Based on experience.

Contact: Apply in person at 1007 N. Chadbourn.

Posted: 2-17-10

PHYSICAL LABOR/LAWN CARE

West Texas Trailer Company

Qualifications/Duties: Ag experiences a plus.

Days/Times: Very flexible.

Contact: Call Owen at 655-6445.

Posted: 3-11-10

Fortune Production Company

Position: General Labor (oil and gas field)

Qualifications/Duties: Must be in good physical condition and be able to perform task assigned. Yard cleanup and assist field personnel with repairs.

Days/Times: 3 or 4 days a week; afternoon hours. Will work with your school schedule.

Salary: \$8.50/hr

Contact: Wes Green or Howard Green at 325-651-2948 or email at

gfortune1@verizon.net

Posted: 3-9-10

Outside Lawn Work

Qualifications/Duties: Seeking hardworking dependable student look to earn extra money. Must be able to lift 30 lbs.

Salary: \$7.00 per hour

Contact: Becky Reel at 325-223-0336 or 325-374-8970.

Posted: 3-8-10

Rob's Lawn Care

Position: General Lawn Crew

Qualifications/Duties: Mowing, raking leaves, hand weeding, and trimming shrubs. Must be dependable, able to lift 40lbs and no tobacco.

Days/Times: Flexible schedule 8-20 hours per week

Salary: \$8/hr

Contact: Rob at 325-656-0555 or rob@robslawncare.net

Posted: 2-22-10

SALES

Dillard's

Position: Sales Associate

Qualifications/Duties: Have excellent customer service skills. Handle merchandise.

Looking for a student with interest in fashion & who has experience in retail.

Days/Times: Night shift – will work with students schedule.

Salary: \$8-10/hr – depending on department.

Contact: Call Alexandra Diaz at 325-944-4571 or 817-917-8165.

Posted: 3-11-10

Trend Furniture

Qualifications/Duties: Must have outgoing personality. Self motivation is required.

Willingness to work and a pleasant personality is a must. Must be able to get along with co-workers.

Contact: Apply at 4002 Wellington St., across from the Sunset Mall.

Posted: 2-24-10

Space Age Communications, Inc.

Position: Direct Sales Representative

Qualifications/Duties: Searching for motivated sales representatives to sell cable and auxiliary services to new or existing customers.

Days/Times: Flexible hours

Salary: Commission based with two weeks paid training. Paid weekly.

Contact: 325-944-4847 or lucy.glenn@yahoo.com.

Posted: 2-22-10

TUTORING

Temporary Tutor Needed

Qualifications/Duties: Looking for someone who has strong math, logic, and reasoning skills.

Contact: If interested please send email to Adrien at a_pittman81@yahoo.com.

Posted: 3-4-10

Disclaimer

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