

SAMPLE – NOT A 2007-2008 JOB

MU Career Center
 University of Missouri
 Student Success Center
 Columbia, MO 65211
 (573) 882-6801



Student Financial Aid
 University of Missouri
 11 Jesse Hall
 Columbia, MO 65211
 (573) 882-7506

| | | | |
|--|--|-------------------------------------|------------------------|
| Jobs Available | 2 | Job Type | Work Study |
| Job Number | 1 | Job Title | Lab Assistant |
| Employer | Dalton Research Center | Department | Dalton Research Center |
| Address | 324C DCRC | Supervisor Name | Dr. Cheryl Heesch |
| Hours per week | 5 - 15 | Wage | 7 - 8 |
| Job Description | Construction of catheters, electrodes, etc. used in small animal surgeries (training provided). Preparation of solutions and surgical packs. Monitoring status of laboratory animals (some weekend work required 1-2 hours). Computer database entry, library work, and other miscellaneous laboratory maintenance duties as required. | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | E | Read Scientific Journals | |
| Work with People/Children | E | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | E | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | |
| Ability to type | P | Macintosh Experience | |
| Work with Numbers | | Transportation required | YES |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | For more information call 882-2359. | | |

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| | | | |
|------------------------|---|------------------------|--------------------|
| Jobs Available | 6 | Job Type | Work Study |
| Job Number | 1 | Job Title | Clerical Assistant |
| Employer | University Bands | Department | University Bands |
| Address | 202 Loeb Hall | Supervisor Name | Monica Miller |
| Hours per week | 5 - 15 | Wage | 5.5 - 8.25 |
| Job Description | Computer dutes (Mac operating system), answering the phone,directing phone calls and answering basic departmental questions, staffing office window, assisting with mass malings and various office projects. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|------|-------------------------------------|-------|
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | E | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | E | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | P |
| Ability to type | P | Macintosh Experience | 0.75 |
| Work with Numbers | 0.75 | Transportation required | NO |
| Training Provided | YES | Major | → → - |
| Class Level | ANY | | |

| | |
|---------------------------------|--|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |
| Application PROCEDURE | Please contact Monica Miller at 573-882-3438 or millermon@missouri.edu, an interview will be scheduled at that time. |

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|--|--|-------------------------------------|--------------------|
| Jobs Available | 1 | Job Type | Work Study |
| Job Number | 1 | Job Title | Clerical Assistant |
| Employer | Philosophy | Department | Philosophy |
| Address | 438 G C B | Supervisor Name | Jonni Paxton |
| Hours per week | 5 - 10 | Wage | 7 - 7 |
| Job Description | General Office assistance, running errands. | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | E | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | P | Create, Sketch, or Draw | |
| IBM Experience | E | Work with little supervision | P |
| Ability to type | P | Macintosh Experience | |
| Work with Numbers | 0.75 | Transportation required | |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | Jonni Paxton 882-2871 paxtonj@missouri.edu Must submit a resume and be interviewed to be considered for this job. | | |

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|------------------------|--|------------------------|--------------------------------|
| Jobs Available | 3 | Job Type | Work Study |
| Job Number | 1 | Job Title | Student Assistant |
| Employer | Administrative Systems Project | Department | Administrative Systems Project |
| Address | 615 LSB, #W111A | Supervisor Name | Rusty Crawford |
| Hours per week | 5 - 15 | Wage | 7 - 7.5 |
| Job Description | We are seeking assistance from an outgoing, reliable individual to help set up meeting rooms, deliver mail, answer telephones, type letters, and other duties as assigned. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|------|-------------------------------------|-------|
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | P |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | E | Persuade Others | |
| Teach/Train Others | | Initiate Projects | E |
| Plan/Supervise Activities | E | Make Decisions | E |
| Collect/Organize Objects | E | Create, Sketch, or Draw | |
| IBM Experience | P | Work with little supervision | P |
| Ability to type | 0.75 | Macintosh Experience | |
| Work with Numbers | 0.75 | Transportation required | YES |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |

| | |
|---------------------------------|--|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |
| Application PROCEDURE | Rusty Crawford 884-1214 615 LSB, #W111A crawfordrl@umsystem.edu |

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|--|--|-------------------------------------|--------------------|
| Jobs Available | 1 | Job Type | Work Study |
| Job Number | 3 | Job Title | Clerical Assistant |
| Employer | Rural Sociology | Department | Rural Sociology |
| Address | 121 Gentry Hall | Supervisor Name | Carol Swaim |
| Hours per week | 5 - 15 | Wage | 6.5 - 8.25 |
| Job Description | General office duties, data entry, filing, run errands, assist with mailings, computer work, internet searches, etc. | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | P | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | P |
| Collect/Organize Objects | E | Create, Sketch, or Draw | P |
| IBM Experience | P | Work with little supervision | P |
| Ability to type | 0.75 | Macintosh Experience | |
| Work with Numbers | 0.75 | Transportation required | |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | contact Pat Acton, 882-0146 for an appointment. Please have the job number your are interested in and your referral form for information purposes. | | |

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|--|---|-------------------------------------|-------------------|
| Jobs Available | 5 | Job Type | Work Study |
| Job Number | 3 | Job Title | Student Assistant |
| Employer | Chemistry | Department | Chemistry |
| Address | 3 Chemistry | Supervisor Name | Mike Dinsmore |
| Hours per week | 5 - 15 | Wage | 6.5 - 7.25 |
| Job Description | Assist Chem Store customers in selecting and locating merchandise and accompanying paperwork. Retrieving chemicals and supplies for the Chemistry Department from vendors. In-house delivery of chemicals and supplies. Labeling supplies and stocking shelves. Filing. Inventory stock items. Sweeping, dusting, and other duties as assigned. | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | P | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | P | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | P |
| Ability to type | | Macintosh Experience | 0.75 |
| Work with Numbers | 0.75 | Transportation required | |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | Please see Mike Dinsmore first to apply for job. | | |

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|------------------------|--|------------------------|---------------|
| Jobs Available | 10 | Job Type | Work Study |
| Job Number | 4 | Job Title | Lab Assistant |
| Employer | Biochemistry | Department | Biochemistry |
| Address | M743 Medical Science | Supervisor Name | Joyce Mast |
| Hours per week | 6 - 15 | Wage | 6.5 - 7 |
| Job Description | 70% assist in cleaning and maintenance of the processing area and laboratory equipment (autoclaving dishes, etc)30% according to interest level and skills, assist in a variety of simple experiments and laboratory procedures. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|------|-------------------------------------|-------|
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | P |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | P |
| Ability to type | 0.75 | Macintosh Experience | |
| Work with Numbers | 0.75 | Transportation required | |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |

| | |
|---------------------------------|---|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |
| Application PROCEDURE | Please see contact person first to apply for job. |

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|--|--|-------------------------------------|------------------------|
| Jobs Available | 1 | Job Type | Work Study |
| Job Number | 2 | Job Title | Clerical Assistant |
| Employer | Molecular Microbiology | Department | Molecular Microbiology |
| Address | M616 Medical Science Bldg | Supervisor Name | Kathy LaMere |
| Hours per week | 5 - 15 | Wage | 6.5 - 8.5 |
| Job Description | Duties include filing, copying, assembling packets, entering data in Excel, etc. | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | P | Create, Sketch, or Draw | |
| IBM Experience | E | Work with little supervision | P |
| Ability to type | | Macintosh Experience | |
| Work with Numbers | | Transportation required | |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | Submit resume to Kathy LaMere. Email: LaMerek@missouri.edu or call 882-8153. | | |

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|------------------------|---|------------------------|---------------------------------------|
| Jobs Available | 1 | Job Type | Work Study |
| Job Number | 1 | Job Title | Clerical Assistant |
| Employer | Marketing | Department | Marketing |
| Address | 2910 LeMone Blvd. | Supervisor Name | Eve Kidd Crawford |
| Hours per week | 5 - 15 | Wage | 7.299999999999998 - 7.299999999999998 |
| Job Description | 33% filing 33% typing 33% copier usage. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|-----|-------------------------------------|-------|
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | P | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | | Create, Sketch, or Draw | |
| IBM Experience | P | Work with little supervision | P |
| Ability to type | P | Macintosh Experience | |
| Work with Numbers | | Transportation required | YES |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |

| | |
|---------------------------------|---|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |
| Application PROCEDURE | Please contact the supervisor, Eve Kidd Crawford 882-0180, kidde@umsystem.edu |

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|--|--|-------------------------------------|--------------------|
| Jobs Available | 2 | Job Type | Work Study |
| Job Number | 2 | Job Title | Computer Assistant |
| Employer | Magazine | Department | Magazine |
| Address | 213 Lee Hills Hall | Supervisor Name | Prof. Don Ranly |
| Hours per week | 5 - 15 | Wage | 6.5 - 7.5 |
| Job Description | Computer skills to work on a data base for membership in the Missouri Association of Publications. Students also need to have excellent interpersonal skills for phone interviews. Assist Dr. Ranly, Executive Director of the new organization, in maintaining MAP's website and in publishing newsletters and other areas. | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | E | Persuade Others | |
| Teach/Train Others | P | Initiate Projects | |
| Plan/Supervise Activities | P | Make Decisions | |
| Collect/Organize Objects | E | Create, Sketch, or Draw | |
| IBM Experience | E | Work with little supervision | P |
| Ability to type | P | Macintosh Experience | |
| Work with Numbers | | Transportation required | |
| Training Provided | | Major | - - - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | Dr. Ranly, 882-7059 or ranlyd@missouri.edu for an interview and then contact, Dora Rogers 2 Neff , 882-4643 with Work Study Referral form signed by Dr. Ranly after the initial interview. | | |

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| | | | |
|------------------------|--|------------------------|--------------------|
| Jobs Available | 2 | Job Type | Work Study |
| Job Number | 4 | Job Title | Clerical Assistant |
| Employer | Dean's Office | Department | Dean's Office |
| Address | 76 J Gannett | Supervisor Name | Cheryl Spang |
| Hours per week | 5 - 15 | Wage | 6.5 - 7.5 |
| Job Description | 75% filing, collecting, organizing;10% keyboarding;10% working with faculty, staff, and students;5% projects- initiating and completing. ORGANIZATIONAL SKILLS, ATTENTION TO DETAIL, BUSINESS ORIENTED OFFICE. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|------|-------------------------------------|-------|
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | P |
| Collect/Organize Objects | P | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | P |
| Ability to type | P | Macintosh Experience | |
| Work with Numbers | 0.75 | Transportation required | NO |
| Training Provided | YES | Major | → → - |
| Class Level | ANY | | |

| | |
|---------------------------------|--|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |

| | |
|------------------------------|---|
| Application PROCEDURE | Make appointment with supervisor first,Cheryl Spang, Spangc@missouri.edu. After meeting with supervisor please contact division contact, Dora Rogers 2 Neff, with Work Study Referral signed by supervisor. |
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|--|--|-------------------------------------|-------------------------|
| Jobs Available | 2 | Job Type | Work Study |
| Job Number | 7 | Job Title | Lab Assistant |
| Employer | Dalton Research Center | Department | Dalton Research Center |
| Address | 134 Research Park Drive | Supervisor Name | Dr. Luis Martinez-Lemus |
| Hours per week | 5 - 15 | Wage | 7 - 8 |
| Job Description | Interested in working in a research laboratory? We are looking for a detailed oriented individual who will be responsible for general lab duties including animal care, general lab cleaning, and manufacturing various materials used in experimental procedures. Additional responsibilities such as histology can be added if more hours are desired. This job offers a flexible schedule and training is provided for all duties. Individuals with their own mode of transportation to the Dalton Cardiovascular Research Center (located next to the Red Cross on Providence Road) are highly encouraged to apply. Alternatively, a weekday shuttle may also be available to parking lots near the Dalton in Fall 2006. Please call today if interested | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | E | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | P |
| Ability to type | | Macintosh Experience | |
| Work with Numbers | 0.75 | Transportation required | YES |
| Training Provided | YES | Major | -> -> - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | Contact Dr. Luis Martinez-Lemus | | |

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| | | | |
|------------------------|--|------------------------|--------------------------|
| Jobs Available | 3 | Job Type | Work Study |
| Job Number | 2 | Job Title | Student Assistant |
| Employer | Financial Aid Office | Department | Financial Aid Office |
| Address | 11 Jesse Hall | Supervisor Name | Carole Ellis |
| Hours per week | 10 - 20 | Wage | 6.599999999999996 - 7.25 |
| Job Description | Computer Entry, Calculating Loan Eligibility, Filing. Requires attention to detail and high level of accuracy. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|-----|-------------------------------------|-------|
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | |
| Ability to type | P | Macintosh Experience | |
| Work with Numbers | 0 | Transportation required | |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |

| | |
|---------------------------------|--|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |

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| Application PROCEDURE | Report to Carole Ellis in 11 Jesse to set up an interview. |
|------------------------------|--|

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|------------------------|---|------------------------|----------------------|
| Jobs Available | 1 | Job Type | Work Study |
| Job Number | 2 | Job Title | Student Assistant |
| Employer | Univ. Concert Series | Department | Univ. Concert Series |
| Address | 409 Jesse Hall | Supervisor Name | Susan Cameron |
| Hours per week | 5 - 15 | Wage | 6.5 - 8 |
| Job Description | Assist Public Relations Director with different marketing and/or promotional packages, write press releases and other duties as assigned. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|-----|-------------------------------------|-------|
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | E | Persuade Others | P |
| Teach/Train Others | | Initiate Projects | E |
| Plan/Supervise Activities | E | Make Decisions | E |
| Collect/Organize Objects | E | Create, Sketch, or Draw | |
| IBM Experience | P | Work with little supervision | P |
| Ability to type | P | Macintosh Experience | 0.75 |
| Work with Numbers | | Transportation required | |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |

| | |
|---------------------------------|--|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |

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| Application PROCEDURE | Please contact Susan Cameron 882-3875 for an interview and have resume prepared. |
|------------------------------|--|

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|------------------------|---|------------------------|--------------------|
| Jobs Available | 1 | Job Type | Work Study |
| Job Number | 1 | Job Title | Clerical Assistant |
| Employer | Personnel | Department | Personnel |
| Address | 205C Whitten Hall | Supervisor Name | Diane Dews |
| Hours per week | 5 - 15 | Wage | 6.5 - 7.25 |
| Job Description | Work with personnel files to incorporate and record personnel data. Assist with verification of information on budgetary worksheets and personnel action forms. May be some errands within walking distance; May assist other units on the same floor with clerical duties. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|------|-------------------------------------|-------|
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | P | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | P | Create, Sketch, or Draw | |
| IBM Experience | P | Work with little supervision | P |
| Ability to type | P | Macintosh Experience | |
| Work with Numbers | 0.75 | Transportation required | |
| Training Provided | YES | Major | → → - |
| Class Level | ANY | | |

| | |
|---------------------------------|--|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |
| Application PROCEDURE | Diane Dews, 883-5134, dewes@missouri.edu. Please contact for an interview. |

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|--|-------------------------------------|-------------------------------------|------------------------|
| Jobs Available | 1 | Job Type | Work Study |
| Job Number | 12 | Job Title | Histology Technician |
| Employer | Dalton Research Center | Department | Dalton Research Center |
| Address | 134 Research Park Drive | Supervisor Name | Dr. David Kline |
| Hours per week | 7.5 - 20 | Wage | 5.799999999999998 - 7 |
| Job Description | contact Dr. David Kline at 884-0505 | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | P | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | P | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | P |
| Ability to type | | Macintosh Experience | |
| Work with Numbers | | Transportation required | YES |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | Contact Dr. David Kline at 884-0505 | | |

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| | | | |
|--|---|-------------------------------------|----------------|
| Jobs Available | 1 | Job Type | Work Study |
| Job Number | 11 | Job Title | Lab Assistant |
| Employer | Animal Science | Department | Animal Science |
| Address | 160 ASRC | Supervisor Name | Duane Keisler |
| Hours per week | 5 - 15 | Wage | 5.5 - 7 |
| Job Description | Individuals may be assisting in large animal research, primarily with sheep, cattle and horses. Research focuses on endocrine mechanisms underlying the relationship between nutritional status and reproductive performance. As such, individuals may be involved in animal care, data collection and data analysis and will learn several basic laboratory techniques while gaining experience in conducting whole animal research. As such, individuals will be involved in animal care, data collection and data analysis, and will learn several molecular biology based laboratory techniques while gaining experience in conducting whole animal research. | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | P |
| Tend/Train Animals | P | Read Scientific Journals | |
| Work with People/Children | | Persuade Others | |
| Teach/Train Others | | Initiate Projects | P |
| Plan/Supervise Activities | | Make Decisions | P |
| Collect/Organize Objects | P | Create, Sketch, or Draw | |
| IBM Experience | P | Work with little supervision | P |
| Ability to type | 0.75 | Macintosh Experience | |
| Work with Numbers | 0.75 | Transportation required | PREFERED |
| Training Provided | | Major | - - - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | Call, e-mail or stop by and see Dr. Keisler. | | |

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|--|--|-------------------------------------|---------------------|
| Jobs Available | 3 | Job Type | Work Study |
| Job Number | 3 | Job Title | Clerical Assistant |
| Employer | Columbia Missourian | Department | Columbia Missourian |
| Address | 221B Lee Hills Hall | Supervisor Name | Kristina Conrad |
| Hours per week | 5 - 15 | Wage | 6.5 - 7.5 |
| Job Description | Work in the Columbia Missourian composing area. Requires knowledge of QuarkXPress, Adobe PhotoShop, and Adobe Illustrator. Typesetting both classified and display advertisements and other special project materials to be printed either black and white or four color. Training provided. | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | | Create, Sketch, or Draw | E |
| IBM Experience | | Work with little supervision | |
| Ability to type | P | Macintosh Experience | 0 |
| Work with Numbers | | Transportation required | |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | Make appointment with supervisor first, Kristina Conrad, ConradK@missouri.edu or 882.5742. After meeting with supervisor please contact division contact, Dora Rogers, 2 Neff, with Work Study Referral signed by supervisor. | | |

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|------------------------|---|------------------------|---|
| Jobs Available | 4 | Job Type | Work Study |
| Job Number | 1 | Job Title | Web-programmers/designers |
| Employer | School of Information Sci & Learning Technologies | Department | School of Information Sci & Learning Technologies |
| Address | 221 Townsend Hall | Supervisor Name | Kwangsung Cho |
| Hours per week | 5 - 15 | Wage | 6 - 7.5 |
| Job Description | Web programmers (2) and web designers (2) | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|------|-------------------------------------|-------|
| Operate Tools or Machinery | P | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | E | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | P |
| Collect/Organize Objects | | Create, Sketch, or Draw | |
| IBM Experience | E | Work with little supervision | P |
| Ability to type | P | Macintosh Experience | |
| Work with Numbers | | Transportation required | |
| Training Provided | SOME | Major | - - - |
| Class Level | ANY | | |

| | |
|---------------------------------|--|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |
| Application PROCEDURE | Toni Milstead, 882-9538, Milsteadt@missouri.edu Please provide a resume. |

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|--|---|-------------------------------------|----------------------|
| Jobs Available | 2 | Job Type | Work Study |
| Job Number | 7 | Job Title | Lab Assistant |
| Employer | Fisheries & Wildlife | Department | Fisheries & Wildlife |
| Address | 302 Anheuser Busch Resources Building | Supervisor Name | Douglas Noltie |
| Hours per week | 5 - 15 | Wage | 6 - 7.25 |
| Job Description | Maintenance of live fish in aquarium holding room, upkeep of holding facilities. Cleaning fish tanks. | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | E | Read Scientific Journals | |
| Work with People/Children | | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | P | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | P |
| Ability to type | | Macintosh Experience | |
| Work with Numbers | | Transportation required | NO |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | An interview is required. | | |

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|--|--|-------------------------------------|--------------------|
| Jobs Available | 10 | Job Type | Work Study |
| Job Number | 3 | Job Title | Clerical Assistant |
| Employer | Academic Advising | Department | Academic Advising |
| Address | 111 Cornell Hall | Supervisor Name | Banning, Lois |
| Hours per week | 5 - 15 | Wage | 6.5 - 8.25 |
| Job Description | 20% file 10% answer phone 5% work at reception desk 10% photocopy 5% direct questions to the appropriate person 5% schedule appointments for three advisors 5% process bulk mailings 2% light typing 15% process advisors daily calenders(pull files for the next day`s appointments 2% maintain supply of publications 10% assemble recruiting folders 6% miscellaneous duties. | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | E | Persuade Others | |
| Teach/Train Others | | Initiate Projects | E |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | P | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | P |
| Ability to type | | Macintosh Experience | |
| Work with Numbers | 0 | Transportation required | |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | Please see contact person Jada Reynolds ((573) 882-3756) at 407D Cornell Hall to apply for job. | | |

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| | | | |
|------------------------|--|------------------------|---------------------------|
| Jobs Available | 0 | Job Type | Work Study |
| Job Number | 3 | Job Title | RecSports Official |
| Employer | Student Recreation Center | Department | Student Recreation Center |
| Address | 213 Brewer Rothwell | Supervisor Name | Rusty Vineyard |
| Hours per week | 8 - 20 | Wage | 6.75 - 7.5 |
| Job Description | Officials are responsible for managing a safe game environment and enforcing rules for RecSports games. Officiating experience and rule knowledge is preferred in the following sports: softball, volleyball, soccer, flag football, and basketball. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|-----|-------------------------------------|-------|
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | E | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | E | Persuade Others | E |
| Teach/Train Others | E | Initiate Projects | E |
| Plan/Supervise Activities | E | Make Decisions | E |
| Collect/Organize Objects | E | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | P |
| Ability to type | | Macintosh Experience | |
| Work with Numbers | 0 | Transportation required | YES |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |

| | |
|---------------------------------|--|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |

| | |
|------------------------------|--|
| Application PROCEDURE | To apply for this or any other position with Recreation Services, please attend a recruitment session. Contact Cindy Strine @2-2046. |
|------------------------------|--|

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| | | | |
|--|--|-------------------------------------|------------------------|
| Jobs Available | 15 | Job Type | Work Study |
| Job Number | 1 | Job Title | Clerical Assistant |
| Employer | Broadcast/Brdcast News | Department | Broadcast/Brdcast News |
| Address | 179 Gannett | Supervisor Name | Kent Collins |
| Hours per week | 5 - 15 | Wage | 6.5 - 7.5 |
| Job Description | Manage scheduling camera equipment usage and maintain care and inventory of equipment. Minor clerical duties include scheduling records and equipment logs. Willing to work with other students and Broadcast/Convergence Faculty in calm, friendly manner. Must be responsible, punctual and very security conscious. | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | P | Make Decisions | |
| Collect/Organize Objects | E | Create, Sketch, or Draw | |
| IBM Experience | P | Work with little supervision | P |
| Ability to type | P | Macintosh Experience | |
| Work with Numbers | 0.75 | Transportation required | |
| Training Provided | | Major | - - - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | Make appointment with supervisor first, Kent Collins, collinsk@missouri.edu or Dawn Williams, williamsdf@missouri.edu, 882.4001. After meeting with supervisor please contact division contact, Dora Rogers 2 Neff, with Work Study Referral signed by Broadca | | |

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|------------------------|--|------------------------|--------------------|
| Jobs Available | 2 | Job Type | Work Study |
| Job Number | 12 | Job Title | Research Assistant |
| Employer | Ag. Economics | Department | Ag. Economics |
| Address | 143 Mumford Hall | Supervisor Name | Joe Parcell |
| Hours per week | 5 - 15 | Wage | 6.5 - 7.25 |
| Job Description | Individuals hired into these positions will be an integral part of the Missouri Value Added Center. Responsibilities will include focusing on project layout and writing and/or editing projects used in responding to agricultural industry needs | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|------|-------------------------------------|-------|
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | P |
| Tend/Train Animals | | Read Scientific Journals | P |
| Work with People/Children | E | Persuade Others | |
| Teach/Train Others | | Initiate Projects | E |
| Plan/Supervise Activities | E | Make Decisions | E |
| Collect/Organize Objects | E | Create, Sketch, or Draw | |
| IBM Experience | E | Work with little supervision | P |
| Ability to type | P | Macintosh Experience | |
| Work with Numbers | 0.75 | Transportation required | |
| Training Provided | YES | Major | → → - |
| Class Level | ANY | | |

| | |
|---------------------------------|--|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |
| Application PROCEDURE | Contact Pat Acton, 882-0146 for appointment/referral. Please have the job number you are interested in and your referral form. |

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| | | | |
|--|---|-------------------------------------|-------------------------|
| Jobs Available | 2 | Job Type | Work Study |
| Job Number | 4 | Job Title | Clerical Assistant |
| Employer | Human Resource Services | Department | Human Resource Services |
| Address | 130 Heinkel Building | Supervisor Name | Teresa Long |
| Hours per week | 5 - 15 | Wage | 6.5 - 9 |
| Job Description | Join us in Human Resource Services CAPS Center where you get to work with advanced software, including Peoplesoft and the latest in web-based programs and imaging software, WebNow. You will improve your customer service skills and will gain insight into the hiring process from beginning to end. You will have an opportunity to help new employees complete hire paperwork and will learn to data enter the hiring information into the PeopleSoft system. You will also learn how to work with and use confidential information. You will enjoy our friendly atmosphere. Normal work hours are Monday-Friday from 8:00AM - 5:00 PM and we are VERY flexible, working with your class schedule. | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | P | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | P | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | |
| Ability to type | | Macintosh Experience | |
| Work with Numbers | 0.75 | Transportation required | NO |
| Training Provided | YES | Major | -> -> - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | Call Teresa Long at 882-3690 or email @ longtj@missouri.edu | | |

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| | | | |
|------------------------|--|------------------------|------------------------|
| Jobs Available | 2 | Job Type | Work Study |
| Job Number | 7 | Job Title | Research Assistant |
| Employer | Vet. Teaching Hospital | Department | Vet. Teaching Hospital |
| Address | A371 Clydesdale Hall | Supervisor Name | Dr. James Cook |
| Hours per week | 5 - 15 | Wage | 6 - 6 |
| Job Description | Work on basic science and clinical research projects in areas of clerical, technical, and animal care aspects. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|------|-------------------------------------|-------|
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | E | Read Scientific Journals | P |
| Work with People/Children | E | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | E |
| Collect/Organize Objects | E | Create, Sketch, or Draw | |
| IBM Experience | P | Work with little supervision | P |
| Ability to type | 0.75 | Macintosh Experience | |
| Work with Numbers | 0.75 | Transportation required | YES |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |

| | |
|---------------------------------|--|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |
| Application PROCEDURE | Contact Dr. Cook at 882-7821 to apply for job. |

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| | | | |
|--|---|-------------------------------------|--------------|
| Jobs Available | 100 | Job Type | Work Study |
| Job Number | 1 | Job Title | Math Tutor |
| Employer | Math Program | Department | Math Program |
| Address | Student Success Center | Supervisor Name | Diane Roling |
| Hours per week | 6 - 8 | Wage | 8 - 10 |
| Job Description | Be a part of a tutoring team of undergraduate students from MU for local elementary age children and adults. Tutors will work directly with individuals to tutor in math; meet regularly with team to receive training and to reflect on experience; and will be a part of a national incentive to further math skills. | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | E | Persuade Others | P |
| Teach/Train Others | P | Initiate Projects | |
| Plan/Supervise Activities | P | Make Decisions | E |
| Collect/Organize Objects | E | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | |
| Ability to type | | Macintosh Experience | |
| Work with Numbers | | Transportation required | YES |
| Training Provided | YES | Major | -> -> - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | Call for information (882-5535) or stop by the Student Success Center for an application. | | |

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| | | | |
|------------------------|--|------------------------|--------------------|
| Jobs Available | 5 | Job Type | Work Study |
| Job Number | 4 | Job Title | Computer Assistant |
| Employer | Dean's Office | Department | Dean's Office |
| Address | W1064B Lafferre (Engr East) | Supervisor Name | Mike Klote |
| Hours per week | 5 - 15 | Wage | 6 - 7.25 |
| Job Description | Network operations assistant. Implement serial and ethernet connections in a large local area network. Installation and maintenance of microcomputer hardware and software. Troubleshooting skills a must. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|------|-------------------------------------|-------|
| Operate Tools or Machinery | E | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | E |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | E | Persuade Others | |
| Teach/Train Others | P | Initiate Projects | |
| Plan/Supervise Activities | P | Make Decisions | E |
| Collect/Organize Objects | P | Create, Sketch, or Draw | |
| IBM Experience | E | Work with little supervision | P |
| Ability to type | 0.75 | Macintosh Experience | 0.75 |
| Work with Numbers | | Transportation required | |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |

| | |
|---------------------------------|---|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |
| Application PROCEDURE | Applicants must present the Work Study Referral from to the job supervisor, Mike Klote (882-3798) at time of interview. |

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| | | | |
|------------------------|--|------------------------|----------------------|
| Jobs Available | 1 | Job Type | Work Study |
| Job Number | 3 | Job Title | Research Assistant |
| Employer | History | Department | History |
| Address | 101 Read Hall | Supervisor Name | Professor Mark Smith |
| Hours per week | 5 - 10 | Wage | 6.5 - 7.5 |
| Job Description | Digital photocopying and scanning for Professor Smith. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|-----|-------------------------------------|-------|
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | P | Create, Sketch, or Draw | |
| IBM Experience | P | Work with little supervision | P |
| Ability to type | | Macintosh Experience | |
| Work with Numbers | | Transportation required | |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |

| | |
|---------------------------------|---|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |
| Application PROCEDURE | SANDRA KIETZMAN PHONE: 882-2068 EMAIL: KietzmanS@missouri.edu |

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|------------------------|--|------------------------|------------------------|
| Jobs Available | 1 | Job Type | Work Study |
| Job Number | 5 | Job Title | Clerical Assistant |
| Employer | Financial Aid Office | Department | Financial Aid Office |
| Address | MA213 Medical Sciences Bldg. | Supervisor Name | Conway Jones |
| Hours per week | 10 - 15 | Wage | 6.5999999999999996 - 9 |
| Job Description | Clerical work dealing with management of financial aid programs at the School of Medicine. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|-----|-------------------------------------|-------|
| Operate Tools or Machinery | P | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | | Create, Sketch, or Draw | |
| IBM Experience | E | Work with little supervision | |
| Ability to type | | Macintosh Experience | |
| Work with Numbers | | Transportation required | |
| Training Provided | | Major | - - - |
| Class Level | ANY | | |

| | |
|---------------------------------|---|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |
| Application PROCEDURE | Contact Conway Jones at 882-5604 or jonesca@missouri.edu for an appointment to fill out an employment application and perform an interview. |

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| | | | |
|------------------------|---|------------------------|--------------------|
| Jobs Available | 1 | Job Type | Work Study |
| Job Number | 13 | Job Title | Research Assistant |
| Employer | Ag. Economics | Department | Ag. Economics |
| Address | 101 Park DeVille Dr, Suite E | Supervisor Name | John Kruse |
| Hours per week | 5 - 15 | Wage | 6.5 - 8 |
| Job Description | Position will primarily focus on data entry, printing/organizing USDA publications, maintaining data sets with the latest information available, and occasionally analyzing data. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|-----|-------------------------------------|-------|
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | P |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | | Create, Sketch, or Draw | |
| IBM Experience | P | Work with little supervision | P |
| Ability to type | P | Macintosh Experience | |
| Work with Numbers | 0 | Transportation required | |
| Training Provided | YES | Major | - - - |
| Class Level | ANY | | |

| | |
|---------------------------------|--|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |

| | |
|------------------------------|--|
| Application PROCEDURE | Contact Pat Acton, 882-0146 for appointment/referral. Please have the job number you are interested in and your referral form. |
|------------------------------|--|

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|--|---|-------------------------------------|-------------------|
| Jobs Available | 1 | Job Type | Work Study |
| Job Number | 1 | Job Title | Student Assistant |
| Employer | Advertising | Department | Advertising |
| Address | 213A Walter Williams | Supervisor Name | Larry W. Powell |
| Hours per week | 5 - 15 | Wage | 6.5 - 7.5 |
| Job Description | Administrative assistance including, light typing, filing, entering grades and organizing binders, paperwork and reference materials. Computer experience using Macintosh platform and software programs including, Micorsoft Work, Microsoft Excel required. Other programs including, QuarkXpress, Adobe Photoshop and Adobe InDesign helpful but not required. Student must submit references for this position. | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | P | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | P |
| Ability to type | P | Macintosh Experience | 0.75 |
| Work with Numbers | | Transportation required | |
| Training Provided | SOME | Major | - - - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | Larry W. Powell by e-mail, powellLW@missouri.edu or phone at 882-9615. After meeting with supervisor please contact division contact, Dora Rogers 2 Neff, with Work Study Referral signed by Larry Powell, work study supervisor. | | |

SAMPLE – NOT A 2007-2008 JOB

| | | |
|---|---|---|
| MU Career Center <i>University of Missouri</i> <i>Student Success Center</i> <i>Columbia, MO 65211</i> <i>(573) 882-6801</i> |  | Student Financial Aid <i>University of Missouri</i> <i>11 Jesse Hall</i> <i>Columbia, MO 65211</i> <i>(573) 882-7506</i> |
|---|---|---|

| | | | |
|--|---|-------------------------------------|------------------------|
| Jobs Available | 1 | Job Type | Work Study |
| Job Number | 4 | Job Title | Histology Technician |
| Employer | Dalton Research Center | Department | Dalton Research Center |
| Address | 134 Research Park Drive | Supervisor Name | Dr. Patrick Mueller |
| Hours per week | 5 - 15 | Wage | 7 - 8 |
| Job Description | <p>Want to learn more about your brain?? We would like to train an individual to perform various histological techniques to examine important structures in the brain. Preparation of tissue includes: sectioning tissue on cryostat, mounting tissue slices, staining and cover slipping. Additional general lab duties can be added if more hours are desired. This job offers a flexible schedule and weekends may be optional depending on class schedule and number of hours desired. Previous histology experience or class work is preferred but not required, and training is provided. Must have own mode of transportation to Dalton Cardiovascular Research Center next to the Red Cross on Providence Road. Alternatively, a weekday shuttle may also be available to parking lots near the Dalton in Fall 2006. Please call today if interested.</p> | | |
| Work Functions/Descriptors (Essential(E) or Preferred(P)) | | | |
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | P |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | |
| Collect/Organize Objects | | Create, Sketch, or Draw | |
| IBM Experience | | Work with little supervision | P |
| Ability to type | | Macintosh Experience | |
| Work with Numbers | | Transportation required | YES |
| Training Provided | YES | Major | → → - |
| Class Level | ANY | | |
| Essential Qualifications | | | |
| Preferred Qualifications | | | |
| Benefits Acquired | | | |
| Application PROCEDURE | Dr. Patrick Mueller, 884-2489 | | |

SAMPLE – NOT A 2007-2008 JOB

MU Career Center
 University of Missouri
 Student Success Center
 Columbia, MO 65211
 (573) 882-6801



Student Financial Aid
 University of Missouri
 11 Jesse Hall
 Columbia, MO 65211
 (573) 882-7506

| | | | |
|------------------------|--|------------------------|----------------------|
| Jobs Available | 1 | Job Type | Work Study |
| Job Number | 1 | Job Title | Student Assistant |
| Employer | Financial Aid Office | Department | Financial Aid Office |
| Address | 11 Jesse Hall | Supervisor Name | Janel Gillespie |
| Hours per week | 5 - 15 | Wage | 6.5 - 7.25 |
| Job Description | Student will work with verifying documents provided by students. | | |

Work Functions/Descriptors (Essential(E) or Preferred(P))

| | | | |
|-----------------------------------|-----|-------------------------------------|---------|
| Operate Tools or Machinery | | Perform Lab Experiments | |
| Work Outdoors | | Analyze data | E |
| Tend/Train Animals | | Read Scientific Journals | |
| Work with People/Children | | Persuade Others | |
| Teach/Train Others | | Initiate Projects | |
| Plan/Supervise Activities | | Make Decisions | E |
| Collect/Organize Objects | | Create, Sketch, or Draw | |
| IBM Experience | P | Work with little supervision | P |
| Ability to type | P | Macintosh Experience | |
| Work with Numbers | 0 | Transportation required | |
| Training Provided | YES | Major | -? -? - |
| Class Level | ANY | | |

| | |
|---------------------------------|---|
| Essential Qualifications | |
| Preferred Qualifications | |
| Benefits Acquired | |
| Application PROCEDURE | Report to Janel Gillespie in 11 Jesse to fill out an application and set up an interview. |