

Fayetteville State University

Federal Work Study Program

2023-2024 Available Positions



Accounting, Finance, Healthcare, Information Systems & Business Analytics

- **Contact:** Aerial Coats
 - **Email:** acoats@uncfsu.edu
 - **Phone:** 910-672-1591
- **Job Description:** The Department of Accounting Finance, Healthcare, Information Systems and Business Analytics is seeking an energetic and dedicated student worker with good oral and written communication skills, be able to multitask and work with little supervision. The individual will perform a range of office support assignments while being exposed to new methods, processes, and procedures within the department. The essential skill for this position includes a working knowledge of MS Office, photo copying, filing and other duties as assigned. The student must have good customer service skills, be eager to work and be punctual.
- **Job Requirements:** Filing, MS Office experience, Knowledgeable in Microsoft Word, and Excel software
- **Relevant Majors:** HCA, FINC, BADM, ACCT, ISBA
- **Position Type:** In-Person
- **Number of Positions:** 4

Athletics

- **Contact:** Kenneth Lassiter/Cameron Barfield
 - **Email:** klassit5@uncfsu.edu
 - **Phone:** 910-672-1065
- **Job Description:** The Athletic Equipment Manager supervises, coordinates, and participates in all activities related to the storing, issuing, fitting, and repairing of athletic equipment, clothing, and uniforms for the Fayetteville State University football team. Any other duties will be delegated by the supervisor.
- **Job Requirements:** Filing, MS Office experience, Knowledgeable in Microsoft Word, and Excel software
- **Relevant Majors:** Sports Management/ Exercise Science
- **Position Type:** In-Person
- **Number of Positions:** 6

Athletics (Football)

- **Contact:** Jada Brown
 - **Email:** jbrown146@uncfsu.edu
 - **Phone:** 404-975-9474
- **Job Description:** Filling coolers, filing paperwork, sanitizing work environment, taping, and bracing etc.
- **Job Requirements:** A willingness to learn, accountability, effective inner personal skills.
- **Position Type:** In-Person
- **Number of Positions:** 6

Bronco One Stop

- **Contact:** Tavoria Freeman
 - **Email:** twax@uncfsu.edu
 - **Phone:** 910-672-2855
- **Job Description:** Bronco One Stop Ambassadors ensure guests are greeted when they enter the Bronco One Stop, providing directions and information to visitors to ensure they are directed to the services they are looking for. Assist students with checking in to the Bronco One Stop and Advising Center and serve as technology assistants and navigation guides as needed, escorting them to where they need to go within the building or nearby campus buildings. May be asked to help with set-up, clean-up, and participation at Student Success events.
- **Job Requirements:** Exceptional customer service, communication skills, sociable, enthusiastic, friendly, resourceful, and able to follow directions.
- **Relevant Majors:** All are welcome.
- **Position Type:** In-Person
- **Number of Positions:** 8

Bronco Printing Solutions

- **Contact:** Gary Warren
 - **Email:** gwarren22@uncfsu.edu
 - **Phone:** 910-672-1196
- **Job Description:** Print tech helper
- **Job Requirements:** Dependability
- **Relevant Majors:** Graphic design
- **Position Type:** In-Person
- **Number of Positions:** 2

Chemistry, Physics & Material Science

- **Contact:** Joseph Kabbes
 - **Email:** jkabbes@uncfsu.edu
 - **Phone:** 910-672-1926
- **Job Description:** Prototyping Lab Assistant: this position will assist with operations and build-out of the FSU Makerspace and Prototyping Lab, build a variety of technology based educational tools, and learn to use technology-based manufacturing tools such as 3D printers, laser cutters and CNC machines. This offers a very hands-on based learning experience and the chance to develop innovative solutions. Training is provided.
- **Job Requirements:** A strong desire to learn and innovate in a technical environment is essential. While individuals in STEM fields are desired, there is considerable hands-on design and development requiring a creative mind. Tasks include, but are not limited to, designing, and building exhibits for the Exploratorium, developing STEM related education hardware, software, and

lesson plans, upgrading the FSU observatory, and assisting with STEM outreach programs in the community.

- **Relevant Majors:** Computer Science, any STEM related field
- **Position Type:** In-Person
- **Number of Positions:** 4

Chesnutt Library

- **Contact:** Natasha Walker
 - **Email:** Nwalker@uncfsu.edu
 - **Phone:** 910-672-1751
- **Job Description:**
 - Circulation Dept: Assist with circulation desk, stacks maintenance and collection management operations.
 - Reference Dept: Assist with reference stacks maintenance, shelving, filing, and shelf reading. Light computer and printer troubleshooting. Assist with the physical\ appearance of the reference and computer areas by cleaning and maintaining equipment and straightening area. Answer general and directional questions and refer reference questions to the librarians.
 - Archives: Gather and re-shelve any books, materials, boxes, or containers that are out of place; Collect the materials onto carts and sort and arrange them. Record the number and type of materials shelved on the daily statistics form at the Archives Desk.
 - Media Center
 - Cataloging Center
 - Curriculum Lab
- **Position Type:** In-Person
- **Number of Positions:** 45-50

College of Humanities and Social Sciences

- **Contact:** Leta Brown-Dieujuste/Michelle Saunders
- **Email:** bsaundel@uncfsu.edu
- **Phone:** 910-672-1407
- **Job Description:** The Marketing and Communications in the College of Humanities of Social Sciences is looking for a creative and motivated student for a part-time social media ambassador (3-6 hours per week) for the 2023-2024 academic year.
- **Job Requirements:** Must be interested in social media content creation: photos, videos, stories, and Reels.
 - Ability to meet deadlines and honor required time commitments.
 - Good time management and communication skills
 - Attention to detail, responsibility, and reliability.
 - Willingness and ability to use their own equipment to create and edit videos.

- Comfortability in front of and behind the camera
- Strong writing is a plus.
- Desire to serve the FSU Community
- **Relevant Majors:** Marketing, Business, Communications, English
- **Position Type:** Hybrid (both in-person and remote)
- **Number of Positions:** 2

Department of Biological and Forensic Sciences

- **Contact:** Dr. Danielle Graham/Carletta Graves
 - **Email:** degraham@uncfsu.edu
 - **Phone:** 910-672-1055
- **Job Description:** Assist with office administrative duties; Receiving and filing office equipment and supplies; Answering phones; Copying and printing; Running errands; Assisting with Department Events.
- **Job Requirements:** Friendly, Punctual, Self-Starter, Communicative, Basic/Advanced Skills in Microsoft Office, Canva, and Adobe Creative Cloud.
- **Relevant Majors:** Biology or Forensic Science
- **Position Type:** Hybrid (both in-person and remote)
- **Number of Positions:** 1

Department of Biological and Forensic Sciences

- **Contact:** Dr. Danielle Graham
 - **Email:** degraham@uncfsu.edu
 - **Phone:** 910-672-1055
- **Job Description:** The student will be responsible for assisting laboratory managers in preparing teaching labs for the Department of Biological and Forensic Sciences
- **Job Requirements:** Dependable, organized, and willing to learn.
- **Relevant Majors:** Biology or Forensic Science
- **Position Type:** In-Person
- **Number of Positions:** 6

Early Childhood Learning Center

- **Contact:** Brenda Mathis
 - **Email:** bmathis1@uncfsu.edu
 - **Phone:** 910-672-1281
- **Job Description:** We serve children ages five months to five years of age in a childcare setting. Work study students assist by interacting with the children, helping the teacher with tasks, etc.
- **Job Requirements:** A TB test is required prior to the student beginning work.
- **Relevant Majors:** Biology or Forensic Science
- **Position Type:** In-Person
- **Number of Positions:** 6

Educational Leadership and School Administration (ELSA)

- **Contact:** Paris Jones
 - **Email:** pjones@uncfsu.edu
 - **Phone:** 910-672-1262
- **Job Description:** Clerical duties; word processing, answering phones, greeting students and guests.
- **Job Requirements:** Computer Skills
- **Position Type:** In-Person
- **Number of Positions:** 3

Facilities Management - Administrative Worker Facilities Management

- **Contact:** Gary Warren
 - **Email:** gwarren22@uncfsu.edu
 - **Phone:** 910-672-1196
- **Job Description:** The Student Administrative Worker's primary mission is to assist the full-time facilities Staff in performing routine administrative work. The student staff is an important part of the day-to-day operations and the summer transition process. A major area of responsibility emphasized is customer service. Please refer to the position description below for detailed information.
 - Perform routine clerical and administrative work.
 - Including filing and photocopying, Writing emails, memos and letters, and data entry etc.
 - Perform planned clerical routines which include providing clerical support with routine walk throughs.
- **Job Requirements:** Typical Evidence of Required Knowledge and Skills:
 - Ability to accurately perform tasks.
 - Ability to work well with both individuals and groups.
 - Ability to communicate effectively with staff, supervisors, and students.
 - Ability to work safely.
 - Ability to lift, push and pull up to 50 pounds.
- **Position Type:** Hybrid (both in-person and remote)
- **Number of Positions:** 3

Facilities Management - Housekeeping Services Worker

- **Contact:** Gary Warren
 - **Email:** gwarren22@uncfsu.edu
 - **Phone:** 910-672-1196
- **Job Description:** Facilities Management at FSU will employ a staff of students as housekeeping workers during the academic year and summer. The Student Housekeeping Worker's primary mission is to assist the full-time Housekeeping Staff in performing routine cleaning and sanitation work. The student staff is an important part of the day-to-day operations and the summer

transition process. A major area of responsibility emphasized is customer service.

- Perform routine cleaning and sanitation work in residence halls, apartments, and academic & Administrative buildings including sweeping, mopping, vacuuming, fogging, refilling soap, paper & toilet tissue dispensers, etc.
- Perform regularly planned and preventative maintenance routines which include scheduled walk throughs.
- Assist Housekeeping Technicians with various cleaning and sanitation projects.
- Communicate the status of jobs that are assigned daily as to the completeness of the task.
- Present professional appearance and attitude always and maintain a high level of customer service.
- Other duties as assigned by Housekeeping Technician/Lead or Supervisor
- Safely use required tools and machines to complete job tasks
- **Job Requirements:** Typical Evidence of Required Knowledge and Skills:
 - Ability to accurately perform tasks.
 - Ability to work well with both individuals and groups.
 - Ability to communicate effectively with staff, supervisors, and students.
 - Ability to work safely.
 - Ability to lift, push and pull up to 50 pounds.
- **Position Type:** In-Person
- **Number of Positions:** 10

Facilities Management- Maintenance Worker

- **Contact:** Sylvester Washington
 - **Email:** swashi22@uncfsu.edu
 - **Phone:** 910-672-7299
- **Job Description:** Maintenance Worker. Facilities Management at FSU will employ a staff of students as maintenance workers during the academic year and summer. The Student Maintenance Worker's primary mission is to assist the full-time Maintenance Staff in performing routine maintenance work.
 - Perform routine maintenance work in residence halls, apartments, and academic & Administrative buildings.
 - Including lifting/moving furniture, replacing ceiling lights & Ceiling tiles, painting, drywall repair, etc.
 - Perform regularly planned and preventative maintenance routines which include scheduled walk throughs.
 - Assist Maintenance Technicians with various remodeling and repair projects.
 - Communicate the status of jobs that are assigned daily as to the completeness of the task.
 - Present professional appearance and attitude always and maintain a high level of customer service.

- Other duties as assigned by Maintenance Technician/Lead or Supervisor
 - Safely use required tools and machines to complete job tasks
- **Job Requirements:** Typical Evidence of Required Knowledge and Skills:
 - Ability to accurately perform tasks.
 - Ability to work well with both individuals and groups.
 - Ability to communicate effectively with staff, supervisors, and students.
 - Ability to work safely.
 - Ability to lift, push and pull up to 50 pounds.
- **Position Type:** In-Person
- **Number of Positions:** 5

Graduate and Professional Studies in Business Department

- **Contact:** Rachael Johnson
 - **Email:** rjohnson@uncfsu.edu
 - **Phone:** 910-672-1197
- **Job Description:** Office Assistant
- **Job Requirements:** General office duties, organizing/inventory supplies, receptionist duties, campus errands,
- **Relevant Majors:** Business
- **Position Type:** In-Person
- **Number of Positions:** 2

Intramural Sports/Student Affairs

- **Contact:** Jarmel Baxter
 - **Email:** jbaxter@uncfsu.edu
 - **Phone:** 910-672-2876
- **Job Description:** Students will help set up and break down activities, facilitate activities and be able to host events. Come up with new ideas/activities for students to participate in.
- **Job Requirements:** Must be a full-time student at FSU, must have a 3.0 GPA.
- **Position Type:** In-Person
- **Number of Positions:** 12

Mathematics and Computer Science

- **Contact:** Radoslav Nickolov
 - **Email:** rnickolov@uncfsu.edu
 - **Phone:** 910-672-2053
- **Job Description:** Tutor for Computer Science courses. The tutor will be available at the Upswing platform or at location in Science and Technology Building to provide tutoring assistance to computer science, mathematics, and other STEM majors taking 100 and/or 200 level Computer Science courses. The tutor will meet with students on a one-to-one, small group, or drop-in format to give learning assistance, will provide the department chair a weekly schedule of

when he/she is available for work, and will inform the department chair at least 24 hours in advance if they are not able to keep the schedule or need to change it. The tutor will be responsible for maintaining contact with instructors to obtain course syllabi and materials and to discuss specific problems or assignments given to students in their respective CSC courses.

- **Relevant Majors:** Computer Science, Mathematics
- **Position Type:** Hybrid (both in-person and remote)
- **Number of Positions:** 2

School of Nursing

- **Contact:** Jennifer Edwards
 - **Email:** jjohnson4@uncfsu.edu
 - **Phone:** 910-672-2228
- **Job Description:** Assist with answering phones, filing, directing students to services, and giving students information about nursing programs.
- **Position Type:** In-Person
- **Number of Positions:** 2

Office of International Education

- **Contact:** Deborah Vasquez
 - **Email:** dvasquel@uncfsu.edu
 - **Phone:** 910-672-1957
- **Job Description:** Admin duties. Clerical duties. Handle incoming student's needs. Handle Front Office
- **Job Requirements:** Proficient in Microsoft Office, Word, Excel, PowerPoint. Must be professional.
- **Relevant Majors:** Business Admin or Public Admin Majors
- **Position Type:** In-Person
- **Number of Positions:** 1

Office of Scholarship & Financial Aid

- **Contact:** Vincent Harris Jr.
 - **Email:** vharrisjr@uncfsu.edu
 - **Phone:** 910-672-3139
- **Job Description:** To assist the Office of Scholarships & Financial Aid with weekly duties and responsibilities; other duties as assigned.
- **Job Requirements:** Must be eager to work in a fast-paced environment; Great customer service skills; Ability to communicate well and utilize various platforms (i.e., Microsoft Outlook, Excel, PowerPoint, Word, Canva, etc.).
- **Position Type:** In-Person
- **Number of Positions:** 5

Office Strategic Communication

- **Contact:** AVC Joy Cook/ Tammy Owens
 - **Email:** tsowens@uncfsu.edu jcook15@uncfsu.edu
 - **Phone:** 910-672-1661
- **Job Description:** Student workers will be responsible for working reception and greeting visitors. They will also assist with even setup if needed.
- **Job Requirements:** N/A
- **Relevant Majors:** Communication, Marketing, Business
- **Position Type:** In-Person
- **Number of Positions:** 1

Office of Student Activities and Engagement

- **Contact:** Danny Wooten
 - **Email:** dwooten1@uncfsu.edu
 - **Phone:** 910-672-1537
- **Job Description:**
 - Front Desk Support - Serve as the primary point of contact for office guests and is responsible for all aspects of customer service via phone and office. Staff will assist with maintaining paperwork, assist administrative staff, and any additional duties as assigned by supervisor.
 - RJ's Game Room Attendant - Provide customer service to students who utilize the area. Maintain inventory of gaming and recreation equipment. Accurate record keeping and checkout system for all equipment. Also, perform general upkeep of the area. Additional duties as assigned by the supervisor.
 - Student Center Assistant - set up and break down of events such as tables, chairs, staging, etc. Assist with audio/visual event needs when necessary and completes equipment and resource inventory.
- **Job Requirements:**
 - Must have a flexible schedule.
 - No judicial sanctions
 - 2.5 or higher GPA preferred.
 - Ability to sit or stand for long periods of time.
- **Position Type:** In-Person
- **Number of Positions:** 10

Office of the Registrar

- **Contact:** Sonya Knight
 - **Email:** snight6@uncfsu.edu
 - **Phone:** 910-672-8118
- **Job Description:**
 - General statement of job function: the Registrar's Office Work Study assists with the maintenance of student records, performs general

administrative tasks, provides support with student registration and customer service to students, faculty and staff as needed.

- **ESSENTIAL FUNCTIONS:**
 - Receives, sorts, and forwards incoming mail.
 - Scan documents
 - Clerical duties as assigned
 - Assist with commencement (duties assigned by registrar and assistant registrar)
 - Other duties as assigned by registrar and assistant registrar
- **Job Requirements:**
 - Training/skills:
 - Must be punctual, dependable, be able to handle confidential student information without incident. Must have a pleasant attitude, good customer service skills, good computer skills. Knowledgeable in Word, Excel, Outlook, and web proficiency. Work harmoniously with staff, faculty, and the public.
 - Typical physical demands and working conditions:
 - Office environment that requires working at a computer, typing, sitting, and standing, for long periods of time. Frequent bending, stooping, and stretching. Requires use of office equipment such as computers, printers, telephones, copiers, fax machines, and scanners.
- **Position Type:** In-Person
- **Number of Positions:** 2

Performing and Fine Arts/ Theatre

- **Contact:** Jeremy Fiebig
 - **Email:** jfiebig@uncfsu.edu
 - **Phone:** 910-672-2574
- **Job Description:** The Marketing and Media Studio Assistant at Fayetteville State University Theatre plays a role in supporting the marketing and media initiative of the department and program. This position offers an exciting opportunity to contribute to the promotion and success of theatrical productions and related events. The student will work closely with faculty and students to enhance the visibility and engagement of the Theatre department.
- **Job Requirements:**
 - Responsibilities include content creation, social media management, graphic design, photography/videography, website maintenance, event promotion, and administrative support. This position provides valuable hands-on experience in marketing, media production, and audience engagement, allowing the assistant to gain practical skills while working collaboratively within a diverse team.
- **Relevant Majors:** Theatre, Communications or Marketing
- **Position Type:** In-Person
- **Number of Positions:** 3

Psychology

- **Contact:** Valeria Russ
 - **Email:** vruss@uncfsu.edu
 - **Phone:** 910-672-1577
- **Job Description:** Student will provide clerical support to the department of psychology.
- **Job Requirements:** Perform duties as assigned by the Administrative Support staff and faculty.
- **Position Type:** In-Person
- **Number of Positions:** 5

School of Performing and Fine Arts

- **Contact:** Sondra Martin
 - **Email:** smartin@uncfsu.edu
 - **Phone:** 910-672-1057
- **Job Description:**
 - Job #1: Assist in Rosenthal Gallery (exhibitions and working in the gallery on Fridays and Saturdays)
 - Job#2: Printmaking Studio Assistant (knowledgeable about the printmaking processes to assist with inventory, studio maintenance, mini-workshops, and projects)
- **Job Requirements:**
 - Assist in Rosenthal Gallery: gallery experience preferred, but not required.
 - Printmaking Studio Assistant: must be knowledgeable about the printmaking processes.
- **Relevant Majors:** MUST be Visual Arts Major(s)
- **Position Type:** In-Person
- **Number of Positions:** 2

School of Social Work

- **Contact:** Quenton L. Nichols
 - **Email:** qnichols@uncfsu.edu
 - **Phone:** 910-672-2144
- **Job Description:** Answer telephone calls and direct calls to the appropriate associate. Greets and directs visitors. Takes and retrieves messages for various personnel. Provides callers with information such as: university address, directions to the university's location, website, and other related information.
- **Job Requirements:** Must be enrolled as a full-time student. Must have a printed class schedule. Must have a federal work study contract.
- **Position Type:** In-Person
- **Number of Positions:** 5

Sponsored Research and Programs

- **Contact:** Shenetta Dudley
 - **Email:** sdudley@uncfsu.edu
 - **Phone:** 910-672-1570
- **Job Description:** Provide administrative support for the Office of Sponsored Research and Programs. Organize and maintain storage room and files and shredding documents. All other duties as requested.
- **Job Requirements:** Student must be able to utilize Microsoft Word, Excel, PowerPoint, and Outlook.
- **Position Type:** In-Person
- **Number of Positions:** 1

Student Accounts

- **Contact:** Nichelle Stevens/ Kristen Aube
 - **Email:** smartin@uncfsu.edu
 - **Phone:** 910-672-1118 or 910-672-1035
- **Job Description:**
 - Perform clerical jobs.
 - Enter data.
 - File important documents accordingly.
 - Cover the reception or front desk.
 - Update records in the department database.
 - Copy, file, sort and compile various information details.
 - Shred documents
 - Maintain the work area in a clean and organized manner.
 - Adhere to the code of confidentiality.
 - Check and verify their work and maintain accuracy especially in jobs related to data entry.
- **Job Requirements:**
 - Students must be on time and must have good communication skills and interact with others in a friendly manner. Student must be accountable to the work he/she is entrusted with.
- **Position Type:** In-Person
- **Number of Positions:** 3

Student Success Learning Center

- **Contact:** Erika Bradford
 - **Email:** ebradfor@uncfsu.edu
 - **Phone:** 910-672-2455
- **Job Description:** Reception and Office Attendant- Students are responsible for receiving and directing guests, students, faculty, and staff that visit the Helen T Chick Building. Students are also responsible for other office tasks required to support the daily operations of the Learning Center.

- **Job Requirements:** Exceptional customer service; strong communication skills; organizational skills
- **Position Type:** In-Person
- **Number of Positions:** 2

University Advancement

- **Contact:** Sandra Yates
 - **Email:** syates3@uncfsu.edu
 - **Phone:** 910-672-1311
- **Job Description:** We are looking for students with different types of skills to provide administrative support to various areas of University Advancement (Advancement Services, Alumni Affairs, etc.). Tasks can include filing, answering phones, preparing documents, data entry, assisting with social media and writing assignments, assisting with events, and other tasks as assigned. Technical experience is a plus.
- **Job Requirements:** Professional demeanor, positive attitude, comprehension with ease, confidential, responsible, dependable, accountable, and adaptable to change.
- **Position Type:** In-Person
- **Number of Positions:** 4

Vice Chancellor for Business and Finance

- **Contact:** Anita Cheatham
 - **Email:** acheath1@uncfsu.edu
 - **Phone:** 910-672-1150
- **Job Description:** Answer phones, filing, sorting mail, scanning documents, greeting visitors, setting up events. Provide support with administrative duties.
- **Job Requirements:** Ability to clearly convey information to staff, faculty, and students in written form. Ability to apply knowledge to analyze data and utilize office equipment and other relevant technology (software and systems) to meet organizational needs.
- **Position Type:** In-Person
- **Number of Positions:** 2

Facilities Management

Work Study Student–Maintenance Worker

Facilities Management at FSU will employ a staff of students as maintenance workers during the academic year and summer. The Student Maintenance Worker's primary mission is to assist the full-time Maintenance Staff in performing routine maintenance work.

- **General Position Responsibilities:**

- Perform routine maintenance work in residence halls, apartments, and academic & Administrative buildings.
 - Including lifting/moving furniture, replacing ceiling lights & Ceiling tiles, painting, drywall repair, etc.
- Perform regularly planned and preventative maintenance routines which include scheduled walk throughs.
- Assist Maintenance Technicians with various remodeling and repair projects.
- Communicate the status of jobs that are assigned daily as to the completeness of the task.
- Present professional appearance and attitude always and maintain a high level of customer service.
- Other duties as assigned by Maintenance Technician/Lead or Supervisor
- Safely use required tools and machines to complete job tasks