

## **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 Department of Teacher Education/Dyslexia Research Grant**

Position: Graduate Assistant for Dyslexia Research Grant

Qualifications/Duties: Student must have the ability to communicate and listen effectively while working closely with others. Student must be dependable & energetic. Student will provide written and research assistance to faculty to include typing, editing, filing, leg work for research projects, run errands, & other duties. In addition, student will assist faculty with projects, instructional needs, and conference preparation as needed. Student must maintain confidentiality in regard to student and faculty information and records. Student will perform duties & jobs as assigned.

Days/Times: 10 -15 hrs/wk - Mon – Fri.

Contact: Bring completed application, resume and 2-3 work references to the Department of Teacher Education, Carr EFA #145. Application located at:

<http://www.angelo.edu/forms/pdf/applgradasstTA.pdf>.

Posted: 6-23-09

#### **Angelo State University Recreation Department**

Position: Fitness Instructor

Qualifications/Duties: Conduct Fitness classes; Position requires leadership, motivation, and excitement while instructing. Certifications are preferred but not required.

Certification training will be provided.

Days/Times: Monday-Friday; 5-10 hours per week

Salary: \$8.00-12.00/class

Contact: UREC Office at 942-2034; Applications can be obtained and submitted in the Center for Human Performance, Room 112.

Posted: 6-17-09

#### **Angelo State University Recreation Department**

Position: Graduate Assistant for Intramurals & Sport Clubs (GRADUATE STUDENTS ONLY)

Qualifications/Duties: Oversee staff and program areas

Days/Times: 17.5 hours per week; some weekends required

Contact: UREC Office at 942-2034; Applications can be obtained and submitted in the Center for Human Performance, Room 112.

Posted: 6-17-09

### **Angelo State University Recreation Department**

Position: Graduate Assistant for Facility (GRADUATE STUDENTS ONLY)

Qualifications/Duties: Oversee staff and program areas

Days/Times: 17.5 hours per week; some weekends required

Contact: UREC Office at 942-2034; Applications can be obtained and submitted in the Center for Human Performance, Room 112.

Posted: 6-17-09

### **Angelo State University Accounting, Economics and Finance Department**

Position: WORK STUDY ONLY Student Assistant for Summer II, 2009

Qualifications/Duties: Good communication skills; dependable; energetic; detail oriented.

Office duties include filing, copying, answering phones, campus errands, daily mail run, computer data entry in MS Excel, MS Word and other computer programs. Perform other office duties as assigned. Must be able to lift 25 pounds.

Salary: \$6.55/hour up to 20 hours per week as approved by Financial Aid.

Days/Times: Summer II, 2009 position begins July 7, for Monday-Friday. Flexible hours around class schedule. Must be enrolled in Summer II, 2009, classes to qualify.

Contact: Applications are available in the Accounting, Economics and Finance office in Rassman 258. Applications will be reviewed prior to scheduling interviews.

Posted: 6-17-09

### **Angelo State University Facilities Management**

Position: Student Office Assistant

Qualifications/Duties: Strong communication skills and positive attitude required.

Student must be dependable and energetic as well as self motivated. Performs basic office related duties, customer service, data entry, typing, filing, answering the phone, taking messages, mail run and other duties as assigned.

Days/Times: Average 20 hours a week. 8am to 5pm. Flexible hours, but must be able to have a set work schedule.

Salary \$6.55 hour

Contact: Applications may be picked up at the Facilities Management Office at 1635 Vanderventer. Completed applications may be delivered to same location.

Posted: 6-15-09

### **Angelo State University Office of Human Resources**

Position: Student Assistant - Work Study

Qualifications/Duties: Student status at ASU & qualified to work as a work study student. Average proficiency in MS Word, Excel and desktop computers. Ability to sort & file paperwork in alphabetical order. Dependable & responsible for completing assigned tasks on a timely & accurate basis. Ability to organize work and to work with customers in a courteous manner; Filing personnel & benefits forms, correspondence and related paperwork. Enter data to Excel Spreadsheet. Will serve as a backup receptionist to answer phone & greet visitors. Make copies, pulls information, occasional deliveries on an as needed basis. Will perform other office-related duties as requested by staff.

Days/Times: 1009-10 school year. 20hrs/wk, Monday – Friday. 1pm to 5pm.

Contact: Call or visit Human Resources Office (Administration Building, Rm 102) to pick up a application or download the student employment application.

Posted: 6-4-09

### **Angelo State University Facilities Management**

Position: Central Plant Helper

Qualifications/Duties: Assist Central Plant Operator. Cleans and Paints in the Central Plant area. Assist in changing air filters. Performs other duties as required and must be dependable.

Days/Times: Average 20 hours a week. 7am to 6pm. Flexible hours, but must be able to have a set work schedule.

Salary \$7.34 hour

Contact: Applications may be picked up at the Facilities Management Office at 1635 Vanderventer. Completed applications may be delivered to same location.

Posted: 6-2-09

### **Angelo State University Physical Therapy Department**

Position: WORK STUDY ONLY – Office Assistant

Qualifications/Duties: Attention to detail, people skills, and personal reliability and confidentiality are absolutely necessary for this position. Position requires filing, typing, faxing, answering phones, making copies, running campus errands, organizing, putting recruitment packets together, and creating flyers, cleaning/straightening of labs/storage areas and other duties as assigned. MSWord and MSEXcel a must, MSAccess preferred. Must have professional demeanor when answering phone and dealing with students/faculty. Previous office experience preferred. Minimum of 2.75 GPA preferred.

Days/Times: 20 hrs/wk, 8-5, Monday - Friday, prefer afternoons. Position available September 1, 2009.

Contact: Applications can be obtained at the Physical Therapy Department, VIN 237. Applications will be reviewed prior to scheduling interviews. Contact Nancy Budewig at 942-2545 regarding questions.

Posted: 6-2-09

### **Angelo State University History Department**

Position: WORK STUDY

Qualifications/Duties: Student must have the ability to communicate and listen effectively while working closely with others. Student must be dependable & energetic. Typing, filing, mail run, and have the ability to use machines such as fax, copier & computer. Student will answer the telephone; take messages, run errands & other duties assigned.

Days/Times: 20 hours per week starting in the Fall 2009

Contact: Bring class schedule & resume to Sally Turner, Academic 210 or call 942-2324 for an appointment.

Posted: 5-28-09

### **Angelo State University Alumni Association**

Position: Website/Communications Assistant Coordinator

Qualifications/Duties: Support the Website/Communications Coordinator by:

- Maintain ASUAA's web site as an ASU advocacy and business generating medium and will be responsible for implementing ASUAA's web strategy in line with the organization's goals

- Continually evaluate ASUAA's website and project manage day-to-day operation of the site.
- Collect and analyze website data and offer recommendation for further development of asuexes.com and other websites under ASUAA's umbrella, as well as organizational objectives and marketing goals.
- Serve as the liaison with Harris Connect regarding technical and design web issues including access.
- Serve the ongoing development of web-based processes in the area of Association membership, events, advertising, affinity programs
- Provide training for new users and helping existing users.
- Facilitate audio-visual requests in LeGrand Center.

A qualified candidate will have experience developing and managing websites. Proven experience gathering and analyzing information and deriving conclusions to identify web strategies is necessary. This position will require a keen eye for the usability of forms and applications and a compulsive drive to keep the site looking and behaving consistently. Also vital are excellent verbal and written communication skills, as well as the ability to think openly and creatively. Strong project management and evaluation skills, including familiarity of project lifecycles and best practices for the web, as well as good presentation skills and negotiation skills are a must. The ability to motivate interdisciplinary teams will be essential, as well as skill in balancing the needs of various stakeholders within budget and time constraints.

Contact: E-mail your resume to [alumni@angelo.edu](mailto:alumni@angelo.edu).

Posted: 5-26-09

### **Angelo State University Department of Teacher Education**

Position: Graduate Assistant

Qualifications/Duties: Must have the ability to communicate & listen effectively while working closely with others. Student must be dependable & should be energetic. Student will provide technology assistance to faculty as requested, therefore must have computer skills. Student will also assist faculty with projects, instructional needs, and conferences as needed. Student must maintain confidentiality in regard to student and faculty information and records. Student will perform duties & jobs as assigned by the Department Head.

Days/Times: 17.5 hrs/wk - Mon – Fri.

Contact: Bring completed application, resume and 2-3 work references to the Department of Teacher Education, Carr EFA #145. Application located at:

<http://www.angelo.edu/forms/pdf/applgradasstTA.pdf>.

Posted: 5-13-09

### **Angelo State University Career Development**

Position: Student Assistant for Fall 2009- WORK STUDY ONLY

Qualifications/Duties: Student must have the ability to communicate & listen effectively while working closely with others. Student must be dependable & should be energetic. Student must be professional in dress & manner. Serve as receptionist, welcoming & serving visitors, answering phones, running errands and posting flyers & tent/real estate signs around campus, data entry, assist with job fairs and other events, and other duties as assigned.

Days/Times: Mon – Fri. Up to 20/hrs wk. Flexible hours.

Contact: Bring resume & 2-3 work references to the University Center, Rm. 114.

Posted: 4-28-09

### **Angelo State University Information Technology**

Position: Desktop Support Technician

Qualifications/Duties: Each desktop support technician is responsible for performing the work assigned to him/her by supervising authorities in an efficient and productive manner. Each technician is assigned to a team that is overseen by a desktop technician team lead. Be able to work in a team environment; be able to communicate with end-users in a professional, courteous manner; be able to lift up to 50 pounds and be able to perform your job duties in timely/professional manner.

Duties and Responsibilities

#### A. Work Order Assignments

- Performs work duties as assigned by the team lead and/or management
- Reviews work orders & updates work status on regular intervals (ie daily) as set by management

#### B. Customer Service

- Works with faculty/staff to help resolve problems with computers in a respectful manner.

Contact: Come by Rassman Room # 120 and fill out an application. Please do not fill out the application that is online.

Posted: 2-16-09

### **Angelo State University Developmental Mathematics Lab**

Position: Laboratory Assistant – *(Taking applications for future semesters)*

Qualifications/Duties: Successful completion of College Algebra; strong communication skills and ability to explain elementary mathematical concepts to students who are enrolled in the Developmental Program; must be dependable and punctual.

Days/Times: The lab is open from 1:00-4:00 Monday through Friday. We prefer students who can work every afternoon, but we will consider students for partial shifts.

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

Posted: 2-16-09

### **Angelo State University Afternoon Mathematics Lab**

Position: Laboratory Assistant – *(Taking applications for future semesters)*

Qualifications/Duties: Successful completion of Calculus II; 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.

Days/Times: The lab is open from 2:00-5:00 Monday through Thursday and from 2:00-4:00 on Friday. We prefer students who can work every afternoon, but we will consider students for partial shifts.

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

Posted: 2-16-09

### **Angelo State University Evening Mathematics Lab**

Position: Laboratory Assistant – *(Taking applications for future semesters)*

Qualifications/Duties: Successful completion of Calculus II; 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.

Days/Times: The lab is open from 6-8 p.m. Monday through Thursday. We prefer students who can work every evening, but we will consider students for partial shifts.

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

Posted: 2-16-09

### ***CHILD CARE***

#### **Community Hills Christian Church**

Position: Part-time nursery attendant

Days/Times: The primary times are Sunday mornings, Wednesday Evenings, and a couple of Thursday evenings a month. Occasional special events, too.

Contact: FMI call 325-949-7517 9am to noon M-F.

Posted: 7-1-09

#### **Child Care**

Qualifications/Duties: Need someone to watch my 7 month old son. Prefer someone with a child for possible childcare exchange.

Days/Times: Starting July 7<sup>th</sup>. Monday – Friday: 10:30am – 2:30pm.

Contact: Call Fowlan at 942-8262.

Posted: 6-24-09

#### **Substitute Child Care Provider**

Qualifications/Duties: Needing a substitute care provider for a Registered home Daycare in north San Angelo. Must be 21 years old; pass DFPS criminal back ground check and be First Aide/CPR certified. Experienced preferred and references needed.

Days/Times: Hours will vary Monday-Friday Daytime and Evening hours available.

Daytime hours will be for Summer time only; evening hours will vary in Fall.

Salary: \$8-\$9/hr.

Contact: Call Shannon @ 212-2151.

Posted: 6-8-09

#### **Occasional Sitter**

Qualifications/Duties: Looking for a responsible college aged female to watch my kids on an as needed basis. Children are 8 and 5. Applicant must be willing to submit information for a background check and must have reliable transportation.

Days/Times: Occasional weeknight or weekend evening.

Salary: \$8 an hour.

Contact: Kathleen at [katgirl70@suddenlink.net](mailto:katgirl70@suddenlink.net) or 325-653-6114.

Posted: 6-8-09

### ***OFFICE HELP/CLERICAL/CASHIER***

#### **Goodfellow Airforce Base**

Position: Store Associate

Qualifications/Duties: Sells a variety of specialized merchandise to customers using salesmanship and courtesy or serves as a customer services representative. May perform "lead" functions and may be assigned to more than one selling centers (rover). May operate a cash register or other sales related equipment; balances daily financial transactions. May process deferred payment plan, credit card, and dishonored check transactions. Practices loss prevention procedures and performs other related retail duties as required. High School Diploma required.

Contact: Apply at [www.aafes.com](http://www.aafes.com)

Posted: 7-3-09

### **Sears**

Position: Cashier

Qualifications/Duties: Responsible for efficiently & accurately completing sales & service transactions at the center aisle & exit cashwraps. You will handle customer issues that may arise on the sales floor. Have a willingness to work in a team environment; strong attention to detail and have excellent communication skills. Prior sales or customer service experience is preferred. You must be able to pass a pre-employment drug tests and background checks.

Contact: Apply in person at 4000 Sunset Dr or online at

[www.searsholdings.com/careers/retail/sears.htm](http://www.searsholdings.com/careers/retail/sears.htm).

Posted: 6-23-09

### **Shannon Medical Center**

Positions:

- 1 Unit Secretary/Nursing Assistant – Ability to read, write, & speak English. Ability to perform basic patient care task. One year of clerical experience which included operation of an online computer terminal.
- 2 Patient Access Representative - 3 Positions – Six months of admitting, patient registration or closely related experience.

Contact: Online application: [www.shannonhealth.com](http://www.shannonhealth.com). Or e-mail [hr@Shannonhealth.org](mailto:hr@Shannonhealth.org)

All prospective employees are required to take and pass alcohol/drug tests before final job offers are made. All new employees of Shannon Medical Center are required to attend orientation on their first day of employment.

Posted: 6-23-09

### **BBVA Compass**

Position: Paying & Receiving Teller

Qualifications/Duties: High school diploma or equivalent. Six months previous teller experience preferred, but will accept six months cash handling experience. 10-key by touch, knowledge of Sharp teller machine, CRT, light typing, and mathematical ability. Excellent communication and customer service skills required. Standing for long periods of time & minimum lifting required. Candidates being considered will be required to successfully complete the online teller assessment program.

Days/Times: Monday-Friday 12:30pm-5:45pm; Saturdays - Rotating Schedule

Contact: Resumes may be emailed to: [SAHR1@bbvacompass.com](mailto:SAHR1@bbvacompass.com), or faxed to (210) 370-6037

Posted: 6-12-09

### **M&R Nursery**

Position: Cashier

Qualifications/Duties: Cashier duties, working with plants, pricing, watering, etc.

Days/Times: Store hours are Mon-Sat 8 am till 6 pm and Sun Noon till 5pm. Please be able to work any of these time frames.

Contact: Apply at 1601 W. Beauregard.

Posted: 6-12-09

### **AAA Loan**

Qualifications/Duties: Responsibilities will include clerical work

Days/Times: 2:00 to 5:30 Monday – Friday.

Salary: \$7/hr

Contact: Fax resume to 657-0302.

Posted: 6-5-09

## ***COMPUTER AND TECHNICAL***

### ***FOOD SERVICES***

### ***MISCELLANEOUS***

#### **Dr. Carl H. Malone, O.D.**

Position: Optometric Assistant

Qualifications/Duties: Busy optometrist's office seeking a dependable, part-time employee. Responsibilities would include both receptionist and technician duties. Will train the right person. High School Diploma required.

Days/Hours: Office hours are Monday through Saturday part-time in the afternoons and some Saturdays.

Contact: Mail resume to: Dr. Carl H. Malone, O.D. P.O. Box 60251 San Angelo, TX 76906

Posted: 6/30/09

#### **City of San Angelo**

Positions:

1. PC Support Intern – Public Safety Communications – Will provide support to the Information Systems function at San Angelo Public Safety Communications (SAPSC) by providing computer technical support to SAPSC employees. The Intern will provide backup support to the IT Manager in conjunction & will be expected to perform other related duties as may be directed or needed by the IT Manager. Intern will receive training & mentoring from the IT Manager as well as have interaction with other Public Safety Management & employees. Will be assigned the primary role for specific projects by the IT manager & will be expected to successfully complete each project. Must have excellent customer service skills & the ability to explain solutions to individuals with a working knowledge of computer systems. Must have good communication skills, and be knowledgeable in basic computer maintenance including Microsoft Office Suite, Windows XP, and Windows Server 2003. Knowledge of Dell computers is a

- plus. A preliminary background investigation may be required. Valid operator's license with a good driving record required. Unpaid.
2. Intern- Public Information – (2 internship positions) Specifically, people who are interested in learning more in the areas of: Television Production/Editing, script writing, camera work, interviewing, media relations, writing press releases, researching and in gaining experience in the area of website development & maintenance. Other related duties as required. Requires strong verbal & written communication skills, organizational & interpersonal skills, the ability to interpret policies, procedures and data, the ability to multi-task & prioritize assignments and duties, video production & editing using professional studio style cameras, knowledge of Microsoft Office, Adobe After-Effects, Adobe In Design, Adobe Photoshop, Avid Express Editing Software, and operation of a digital camera. A valid operator's license with a good driving record is required. Unpaid

Contact: For more information go to [www.sanangelotexas.us](http://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: 6-26-09

### **Shannon Medical Center**

Positions:

- 1 Sitter – (5 As Needed) - Ability to read, write & speak English. Ability to perform basic patient care task. Must have completed first semester of pre-requisite college level course work for professional or vocational nursing program.
- 2 Communication Center Technician – Ability to read, write & speak English; knowledge of data entry procedures. Knowledge of medical terminology preferred. Recommend NAACS verification & HAM radio license within one year.
- 3 Environmental Service Aide (Housekeeping) (3 Positions) – High school diploma or equivalent preferred. Housekeeping experience preferred. Ability to learn the job responsibilities. Floor finishers require ability to operate heavy equipment.
- 4 Cook – One year of experience as a cook in volume food preparation operation.

Contact: Online application: [www.shannonhealth.com](http://www.shannonhealth.com). Or e-mail [hr@Shannonhealth.org](mailto:hr@Shannonhealth.org)  
All prospective employees are required to take and pass alcohol/drug tests before final job offers are made. All new employees of Shannon Medical Center are required to attend orientation on their first day of employment.

Posted: 6-24-09

### **Trinity Laundry**

Position: Laundry Help

Qualifications/Duties: General laundry duties in a production setting. Must be able to load and unload washers & dryers and fold and wrap linens.

Days/Times: Four days a week: Tues. & Fri. from 4pm to 9pm and on Wed. & Sat. from 8:30am to 2pm.

Salary: \$11/hr with paid holidays & vacation.

Contact: Call Joseph at 659-2141.

Posted: 6-23-09

## **U.S. Dept of Commerce Census Bureau**

Positions (Part-time Temporary):

1. Local Census Office Manager (LCOM) – Responsible for the quality & progress of all field & office operations. Directs census operations in the local area, including budget & scheduling, and monitors progress of operations to ensure they are on schedule, within budget, and meet quality data standards.
2. Assistant Manager Field Operations (AMFO) – Supervises all address listing & data collection activities in the field & directly supervises 10 -15 supervisors for a geographically dispersed workforce of approximately 400-600 employees at peak operations.
3. Assistant manager Recruiting (AMR) – Implements the recruiting plan by coordinating recruiting activities with other Assistant Managers, partnership Specialist & Regional Technicians. Responsible for training & supervising the Office Operations Supervisor & Recruiting Assistants.
4. Assistant manager Quality Assurance (AMQA) – Supervises the quality of all field operations, and ensures that quality control procedures are being followed by field operations.
5. Assistant manager Administration (AMA) – Responsible for office administrative activities, including application processing, personnel, & payroll. Responsibilities include the selection of applicants, managing the supply area, oversees general safety & documenting injuries.
6. Assistant Manager Technology (AMT) – Responsible for managing technology functions including troubleshooting, evaluating, analyzing, & coordinating automation operations to support office functions & available equipment.

Qualifications/Duties: You must pass a supervisory test; be a U.S. Citizen and clear a FBI background check for all positions.

Contact: FMI go to <http://www.census.gov/rodal/www/2010Jobs.html>. To apply call 866-861-2010 and schedule a test date by Jun26<sup>th</sup>. One application for each position applied.

Posted: 6-17-09

## **Country Club for Dogs**

Positions: Kennel Attendants

Qualifications/Duties: The Country Club for Dogs is a boarding and training kennel. Must be able to work holidays (including upcoming Memorial Day, Independence Day and Labor Day weekends) and regular combinations of Saturday and Sunday day shifts (7:00 am to 1:00 pm) and weekday nights (6:30 pm – 9:30 pm.) Shift responsibilities include feeding, exercising, bathing and caring for our guests, a lot of cleaning and light property maintenance. This is an active, physical job and candidates must be able to lift a minimum of 60 lbs. and be ok working outside; must be responsible and energetic person.

Days/Times: Evening and summer positions (12-18 hours per week)

Contact: E-mail resume to [countryclubfordogs@yahoo.com](mailto:countryclubfordogs@yahoo.com).

Posted: 6-16-09

## **Typist - ASAP!**

Qualifications/Duties: Needing someone who could type about 6 letters.

Contact: Call Richard Thorpe at 325-718-8324.

Posted: 6-15-09

## **Goodfellow Air Force Base**

Positions:

Cashier/Stocker, NF-1, Angelo Inn, 20hrs/wk Rotating schedule - \$7.25/hr

Bar Assistant, NA-7405-01, Events Center, and Flexible hours - \$6.75/hr

Food Service Worker, NA-02, Xpresso's Coffee Shop, Wing Headquarters – Mornings Monday – Friday - \$7.13/hr

Waiter-Banquet, NA-01, Event Center, Flexible hours - \$6.75/hr

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: 6-15-09

## **Bill Eggar Agency-Allstate**

Position: Customer Service Rep.

Qualification/Duties: We need a mature, reliable, helpful, friendly, professional, positive person to help us with our busy insurance office. We will provide all training and a professional workplace.

Days/Times: MON-THUR., 2 p.m.-7p.m. Permanent position with growth potential.

Contact: Fax a resume to 223-1044 or bring one by to 2419 College Hills.

Posted: 6-4-09

## ***PHYSICAL LABOR/LAWN CARE***

### **Goodfellow AFB**

Position: LABORER (STOCKER)

Qualifications/Duties: High school or equivalent. Creditable job related experience may be substituted for the education requirement on 9 months for 9 months basis. Under close supervision of the stockroom manager or other designated supervisor, replenishes stock on the sales floor as part of the early morning stocking crew. Performs a variety of manual tasks involving moderately heavy physical effort; Works on hard surfaces and in areas which require standing, stooping, bending, and working in tiring and uncomfortable positions. May be required to work at a rapid pace for long periods. Frequently lifts and carries objects weighing up to 40 pounds and occasionally about 50 pounds. Work is performed inside. May be exposed to drafts, noise, dust, and dirt; frequently exposed to cuts, scrapes, bruises, or injury from materials handling equipment.

Contact: Apply at [www.aafes.com](http://www.aafes.com)

Posted: 6-16-09

### **West Texas Trailer Company**

Qualifications/Duties: Ag experiences a plus.

Days/Times: Very flexible.

Contact: Call Owen at 655-6445.

Posted: 6-8-09

### **Rob's Lawn Care**

Position: Lawn Crew Help (1-2 Positions)

Qualifications/Duties: General lawn maintenance such as mowing, trimming, and weed eating. Want a non-smoker and no tobacco usage.

Days/Times: 2-3 days/wk; Afternoon from 1pm to 5pm.

Contact: Call 656-0555 or 949-5565.

Posted: 6-8-09

## ***SALES***

### **Sears**

Position: Sales Associate

Qualifications/Duties: Must recognize, acknowledge & provide service to the customer at all times. Will perform inventory control; maintain housekeeping, safety & security within department. Sales skills, math & language skills needed. Must have high school diploma/GED. Some computer knowledge helpful. You must be able to pass a pre-employment drug tests and background checks.

Contact: Apply in person at 4000 Sunset Dr or online at

[www.searsholdings.com/careers/retail/sears.htm](http://www.searsholdings.com/careers/retail/sears.htm).

Posted: 6-23-09

### **Goodfellow AFB**

Position: STORE ASSOC GOODFELLOW SHOPPETTE

Qualifications/Duties: Sells a variety of merchandise to customers using salesmanship and courtesy. May operate a cash register or other sales related equipment; balances daily financial transactions. Practices loss prevention procedures and performs other related retail duties as required. Noted for personal service, concern for customers, amiable disposition and knowledge of aafes/retail policies and business procedures; Completed high school or the equivalent. Flexible schedule.

Contact: Apply at [www.aafes.com](http://www.aafes.com)

Posted: 6-19-09

### **Goodfellow AFB**

Position: STORE ASSOC FOOT WEAR AND APPAREL

Qualifications/Duties: Completion of high school or the equivalent. Sells a variety of merchandise to customers using salesmanship and courtesy. May operate a cash register or other sales related equipment; balances daily financial transactions. Practices loss prevention procedures and performs other related retail duties as required. Noted for personal service, concern for customers, amiable disposition and knowledge of aafes/retail policies and business procedures.

Contact: Apply at [www.aafes.com](http://www.aafes.com)

Posted: 6-16-09

## ***TUTORING***

### **Tutor Available**

Qualifications: Will tutor K-12 in all subjects. English major but willing to assist in other areas. Prior tutoring experience. References available.

Contact: Please call Aven at 806-773-2701 or e-mail [astraw@angelo.edu](mailto:astraw@angelo.edu)  
Posted: 1-20-09

**Tutor Available**

Qualifications: Spanish tutor for all grade levels  
Contact: Call 214-364-8940  
Posted: 11-6-08

**Tutor Available**

Qualifications: Certified Math teacher available for tutoring any age level K-12 grade.  
Days/Time: Open schedule  
Contact: Please call Lynette at 325-245-5818  
Posted: 9-3-08

**Tutor Available**

Qualifications: Will tutor in Java, SQL, or Object Oriented Design  
Days/Times: Call for schedule.  
Contact: Call Shivam at 325-315-0622.  
Posted: 8-28-08

**Tutor Available**

Qualifications/Duties: An English tutor with a flexible schedule who has a BA and a MA and over a decade of experience teaching at the college level will help with composition, research, or literature courses and, or assignments.  
Contact: Call 947-8068.  
Posted: 8-11-08

***SUMMER POSITIONS***

**City of San Angelo**

Positions:

1. Summer Camp Counselor – Recreation – Under general supervision organizes & leads youth recreation activities. Ability to plan, organizes, implement & supervise various recreational games, crafts & sports activities for youth. Ability to lead structured indoor/outdoor activities. CPR/1<sup>st</sup> Aid Certified. Prefer experience within a camp or classroom setting. Reliable transportation required. Seasonal position. Shifts will vary, Monday – Friday 7:30am -6:00pm. \$7.25/hr
2. Recreation Assistant – Senior Services- Recreation – Ability to coordinate & tech recreation activities. Must have excellent public relation skills. Experience in directing recreation and/or physical fitness activities & working with the older adult population is highly desirable. Ability to perform strenuous physical labor. Must be able to lift 30lbs., bend or stoop to set up chairs, tables and various other recreation equipment as needed for events. Basic data entry & computer skills are preferred. A valid operator's license with a good driving record is required. Develop, organize & 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 & 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 centers and any other duties assigned by the supervisor. Temporary – hours will vary, Monday – Friday, 9:00am to 1:00pm and some evenings as needed. \$7/hr.
3. Pool Retail Aid-Recreation – Assists customers; collects pool entrance fee; cleans & stocks inventory. Ability to deal effectively with people. Must be responsible for accounting of concession money; follow oral & written instructions; bend or stoop to lift materials weighing 10-15 lbs.; work long hours in confined area with minimum breaks 7 work in a variety of weather conditions. Reliable transportation required. Seasonal position: hours will vary. Monday – Friday, 12pm to 8pm; Sat. & Sun. 1pm – 7pm. \$7.25/hr
  4. Lifeguard – Recreation – Minimum 16yrs of age with parental waiver. Must have lifeguard training, first aide & CPR certifications. Water Safety Instructor Certification preferred. Must be in excellent health & must be able to pass lifesaving test in the water. Ability to perform strenuous duties for extended periods of time; in extreme weather conditions & lift 50lbs. Reliable transportation required. Responsible for enforcing all pool rules & regulation to include maintenance of pool facility, pool deck, grounds & locker rooms. Other related duties as required. Seasonal Position. Hours will vary. Mon. – Fri., 12:00pm to 8pm; Sat./Sun. 12pm – 7pm. \$7.25/hr.

Contact: For more information go to [www.sanangelotexas.us](http://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: 6-26-09

### **Lake Brownwood Christian Retreat**

Position: Summer Service Team Lake Brownwood Christian Retreat is now hiring Christ-minded individuals to join our summer service team as we serve children and youth from all over the state of Texas.

Qualifications/Duties: Team members are responsible for lifeguarding, assisting with recreational activities such as our Ropes Challenge Course and food service. The successful candidate will be at least 18 years of age, have served in leadership positions in their youth group or school organizations and reflect the values and love of Christ.

Salary: All summer service positions are paid on an hourly basis & receive lodging and meals.

Contact: If you are interested in joining our team, please visit our website for an application, contact us via email at [lbcr@lbcr.org](mailto:lbcr@lbcr.org) or call our office at (325) 784-5133.

Posted: 4-29-09

### **Goodfellow Air Force Base**

Positions: Clerical, Life Guard, Recreation Aid, General Laborer

Contact: You must bring/email your resume (format available at Civilian Personnel Office) and proof of your current enrollment from your school's registrar's office by the Civilian Personnel Office. Call our office for more information 325 – 654 – 5179 or email Stephanie Flynn at [GoodfellowStaffing@goodfellow.af.mil](mailto:GoodfellowStaffing@goodfellow.af.mil)

Posted: 3-5-09

### **Disclaimer**

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