

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 Mathematics Labs

Position: Laboratory Assistant – Taking applications for future semesters.

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

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

Salary: \$9.25/hour

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

Posted: 11-18-09

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/applgradasstA.pdf>.

Posted: 11-2-09

CHILD CARE

Community Health Club

Position: PRN Nursery Worker

Qualifications/Duties: Experience working with children is preferred.

Days/Times: Work in the evenings during the weekday & assist on the weekends.

Approximately 10-18 hours per week.

Contact: Apply online at www.sacmc.com. Click on the Job Opportunities link.

Posted: 11-13-09

First United Methodist Church-Children's Ministry

Position: Firstkids Staff Members

Qualifications/Duties: Applicants should possess initiative, strong communication skills with both parents & children, a love for children, and a willingness to implement ministry into child care. Required to have reliable transportation and pass a background check.

Firstkids staff members are seen in a variety of places around the church including but not limited to Sunday school, the nursery, Children's Church, and Kids' Nite Out.

Days/Times: Schedule varies monthly including Sunday mornings, weekday evenings, every second Friday, and occasional weekend evenings. Morning hours are from 8:15am-12:15pm, and evening hours range from 4pm-10:30pm. Applicants should have open availability.

Contact: Reanna Choate, Nursery Director at 650-6959 or Angela Ochoa, Children's Ministry Director at 655-8981.

Posted: 11-9-09

Babysitter

Qualifications/Duties: Needed for parents night out for 4 year old. Need responsible person that is good with kids. Please have references ready.

Contact: Call 949-7814 for more information.

Posted: 10-29-09

OFFICE HELP/CLERICAL/CASHIER

The Financial Services Center

Position: Office Assistant

Qualifications/Duties: Looking for reliable, organized, computer literate person that is familiar with Microsoft Office applications, installation of programs, office equipment (including printers, copy machines, scanners, and fax machines) and has great customer service skills. Duties include scanning, general office duties, answering telephones and assisting full time staff. Prefer someone who is willing to learn, self-motivated, and will catch on quickly. **Must have a GPA of 3.0 or higher. Prefer Freshman or Sophomore.**

Days/Times: 20 hrs/week Monday – Friday 8am to 5 pm (Flexible with school schedule)

Contact: Please bring resume by 3433 S. Johnson (325) 942-9932 or send an e-mail to office123@suddenlinkmail.com

Posted: 11-20-09

Griffin Interiors & Rug Galleries

Position: Office Accounting

Qualifications/Duties: Seeking individual with finance or accounting major. Knowledge of computer, Quickbooks, Excel spreadsheets, accounts receivable & payable, and general ledger & bank reconciliation.

Days/Times: Monday – Friday 10:00am to 6:00pm and some Saturday as needed.

Willing to work with school schedule.

Salary: Above average pay for the right person.

Contact: Apply in person at 434 South Irving St. Bring a resume along with current school schedule.

Posted: 11-19-09

Griffin Interiors & Rug Galleries

Position: Office Assistant

Qualifications/Duties: Applicant must have a professional attitude, knowledge of computer, basic filing, typing, answering phones and assist in any other duties pertaining to the job.

Days/Times: Monday – Friday 10:00am to 6:00pm and some Saturday as needed.

Contact: Apply in person at 434 South Irving St. Bring a resume along with current school schedule.

Posted: 11-19-09

Real Estate Broker

Position: Office Help

Qualifications/Duties: Typing; spreadsheets; mail mergers and taking tax appraisal list and sending out letters.

Days/Times: Will work with school schedule. Around 10 - 15hrs/wk

Salary: \$8.50/hr.

Contact: Call 658-7000 and ask for the Office Manager.

Posted: 11-17-09

Goodfellow Air Force Base

Position: SR STORE ASSOC ELECTRONICS

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. Progresses from non-specialized sales duties to specialized product expertise. Noted for personal service, concern for customers, amiable disposition and knowledge of aafes/retail policies and business procedures. Completion of high school or the equivalent. Sales experience, demonstrated willingness and potential for additional responsibility.

Contact: apply at www.aafes.com

Posted: 11-6-09

Gandy Ink Screen Printing & Embroidery

Position: Assistant for Human Resource and Marketing departments.

Duties/Qualifications: Individual must be a self starter and able to work well alone or with others. Excellent computer and communication skills required.

Contact: Please send resume and class schedule to Tiffany Lange at
tlange@gandyink.com.
Posted: 11-5-09

Spherion Staffing

Position: P/T Human Resources Assistant

Qualifications/Duties: Must have basic clerical & data entry skills, know basic aspects of HR, and work well with people. Previous experience a plus. "Never An Applicant Fee"

Days/Times: Willing to work around school schedule.

Contact: Must submit a resume to be considered for this position. Apply In Person At
3467-A Knickerbocker Rd.

Posted: 11-2-09

Palmer Feed, Inc.

Position: Clerical - A.M. & P.M. shifts available

Qualifications/Duties: Type 40 wpm, 10 key, Computer skills essential, GOOD Math Skills, Customer Service experience a plus. This is a sales job for aggressive, motivated individuals. Hours of Operation: Monday – Saturday 7:00 A.M. – 6:30 P.M.

Salary: Negotiable – based on skill level and experience.

Contact: Apply in person with resume to Winn Palmer at 1318 N. Chadbourne.

Posted: 10-29-09

COMPUTER AND TECHNICAL

Glazer's

Position: Print Shop & Graphic Designer

Qualifications/Duties:

1. Adherence to Quality Assurance and Company Policies of all products and equipment assigned to the sign shop; 2. Responsibilities include participation in production, designing, installation and printing of signage in accordance with Glazer's standards and sales and customer specifications; 3. Review, analyze and distribute incoming work requests to ensure proper balance of workload in the shop; make work assignments and prioritize orders as received and make adjustments as necessary; 4. Determines job costs, materials usage and related financial estimates; provides job quotes to departments; 5. Perform other related duties incidental to the work described herein.

Skills Set: 1. Experience in Adobe Photoshop, Adobe Illustrator, Adobe In-Design, MS Word, and Excel; 2. Operating printers, laminators, plotters, etc.; 3. Self motivated and capable of working with others....teamwork; 4. Effective verbal & written communication.

Physical Demands: 1. In order to perform the duties of this job, employee will be required to lift 20 to 30 pounds of roll photo paper and banner material to load printers.

Contact: For more information, call Jennifer Sanchez at 325-949-2877. Glazer's Wholesale - 2030 A Loop 306 - San Angelo, TX. - 76904

Posted: 11-16-09

IT Person – ASAP!

Qualifications/Duties: Need someone to help design a website. Temporary position.

Salary: \$10-15/hr – based on experience.

Contact: Call 210-573-6052 or send email to tbmccut@yahoo.com.

Posted: 11-2-09

FOOD SERVICES

Mr. T's Grocery and Deli

Position: Front Help

Qualifications/Duties: Cleaning tables, working cash register, etc.

Hours/Times: Will work around school schedule.

Contact: Please apply in person at 900 West Avenue J.

Posted: 11-11-09

Float 404

Position: Chef/Cook

Days/Times: Evenings and Weekends

Qualifications/Duties: Must have experience.

Contact: Emily at (325) 617-4311, Emily@float404.com, or 404 South Irving St.

Posted: 11-4-09

MISCELLANEOUS

City of San Angelo

Positions:

1. Recreation Assistant – Recreation – (2 Positions) Develop, organize & implement recreation and 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 buildings 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 & any other duties assigned by the supervisor. Must have knowledge of safety precautions used with recreation centers; excellent public relation skills; experience in directing recreation and/or physical fitness activities & recreational programming for various age groups. Must be able to lift 30lbs. bend or stoop to set up chairs, tables & various recreation equipment as needed for events. Valid operator's license with a good driving record is required. 20hrs/wk – hours will vary, weekends as needed. \$7.25/hr
2. Recreation Assistant – Nutrition – Acts as leader for all phases of Nutrition Operations & Senior Activities. Oversee Food Service assuring sanitation & good housekeeping practices are followed. Responsible for taking daily temperature of food when it arrives & when it is served. Serving the proper meal portions. Responsible for completing the daily paperwork, number of meals served, calling in the number for the next day. Keeping up with needed supplies. Completing client intakes on participants. Develop, organize and implement recreation & athletic activities such as arts & crafts, exercise programs, sporting events & other recreation programs as needed. A valid operators' license with a good driving record required. Mon. – Fri. 10:00am – 12:00pm; may work some afternoons, evenings & some weekends. - \$7.25/hr.

3. Intern- Public Information – (2 Positions) – Looking for 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 & in gaining experience in the area of website development & maintenance. Work requires strong verbal & written communication skills, organizational & interpersonal skills, the ability to interpret policies, procedures, and data, the ability to multi-task & prioritize assignments & duties, video production & editing using professional studio style cameras, knowledge of Microsoft Office, Adobe After-Effects, Adobe InDesign, Adobe Photoshop, Avid Express Editing Software, and operation of a digital camera. A valid operators' license with a good driving record required. Unpaid

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

Posted: 11-20-09

Shannon Medical Center

Positions:

- 1 Patient Access Representative – Six months of admitting, patient registration or closely related experience.
- 2 Environmental Service Aide (Housekeeping) – High school diploma or equivalent preferred. Housekeeping experience preferred. Ability to learn the job responsibilities. Floor finishers require ability to operate heavy equipment.
- 3 Pharmacy Technician – (1 As Needed) – Six months experience as a Pharmacy aid or uncertified technician. National Pharmacy Technician Board Certification, Texas State Board Of Pharmacy Registration & IV preparation certification within three months.
- 4 Nursing Assistant – (3 As Needed) – Ability to perform basic patient care tasks. Certification required for skilled Nursing Unit (SNF), Float Pool, Home Health & Registry. Certification preferred for all other department.
- 5 Food Service Worker – High School graduate or GED preferred. Ability to learn basic requirements of job. Preferred Service Certified or equivalent.

Contact: Online application: www.shannonhealth.com. Or e-mail 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: 11-19-09

Lowe's Pharmacy

Positions: Pharmacy Techs

Qualifications/Duties: No experience necessary, experience in a retail pharmacy would be a plus. Job offers on the job training, good pay, and a fun workplace environment for a hard working individual.

Days/Times: Shifts work around school schedule with hours ranging anywhere from 15 hours per week up to over 40.

Contact: No phone calls, apply in person with Jeremy at 2 S. Main, San Angelo.

Posted: 11-18-09

Insurance Company

Position: Sales/Administrative

Qualifications/Duties: Prefer someone who wants learn the business and make this a career. Must have an outgoing personality; have good spelling and grammar skills; be proactive and be computer knowledgeable. Bilingual is a plus. Good position for a Business or Marketing major. Has the potential to become a full-time position.

Contact: For more information call 374-8753 and to apply send resume to jtrevino0007@yahoo.com.

Posted: 11-17-09

West Texas Fire Extinguisher Company

Position: Fire Extinguisher Service Personnel

Qualifications/Duties: servicing and refilling fire extinguishers. No experience required.

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

Contact: Please apply in person at 416 S. Oakes Phone #: (325) 655-5441

Posted: 11-16-09

Michaels

Position: P/T Floral Designer

Duties/Qualifications: Will be assisting customers, taking customer's orders, building customized arrangements, recovering the floral department, and other duties within the floral department as assigned. Employer would prefer candidates with some experience; however employer is willing to train. Must have a creative personality & be willing to learn.

Contact: Apply online at michaels.com/storejobs or in person at our Michaels store in San Angelo.

Posted: 11-5-09

Float 404

Position: Bartender and Bouncer

Days/Times: Evenings and Weekends

Qualifications/Duties: Both must be TABC certified. Bartender must have experience. Must have a friendly and outgoing personality.

Contact: Emily at (325) 617-4311, Emily@float404.com, or 404 South Irving St.

Posted: 11-4-09

Trend Furniture

Position: Delivery Driver

Duties/Qualifications: Must have a perfect driving record. Needs to be self motivated and have a willingness to work. Must be 21 or older. Must be able to lift heavy merchandise

Days/Hours: Flexible but must work weekends.

Contact: Apply in person at 4002 Wellington St. (across from the Sunset Mall)

Posted: 11-3-09

Patti's Party & Gift

Days/Times: Store is open until 8pm.

Contact: Apply in person at 4126 Sunset and ask to speak with Jimmy Yarbrough. For more information call 947-2789.

Posted: 11-3-09

Goodfellow Air Force Base

Positions:

Guest Services Rep, NF-1, Angelo Inn, Front Desk – Flexible hours - \$7.80/hr
Laborer, NA-02, Lodging – 20 guaranteed hours – Mon-Fri & weekends - \$7.88/hr

Recreation Aid, NR-I, Community Center – Flexible hours - \$7.25-\$8.00/hr

Recreation Assistant, NF-I, Bowling Center – Flexible but includes evenings & weekends - \$7.25-\$11.46/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: 11-2-09

Texas State Bank

Position: Teller

Qualifications/Duties: Bilingual & Cash handling a plus. Excellent customer service skills required. Credit reports will be obtained.

Days/Times: 12:00 – 5:30pm, Monday through Friday and Saturday mornings.

Contact: Applications will be accepted until 5pm, Tuesday, November 10, 2009 at 2201 Sherwood Way, San Angelo.

Posted: 11-6-09

Concho Valley Gymnastics - Gymnastics Recreational Coach

Qualifications/Duties: Must be responsible and love to work with children. Gymnastics experience a plus. Must pass a background check.

Days/Times: Must be available Monday - Saturday

Salary: Based upon experience.

Come by 101 N. Oakes to pick up an application.

Posted: 10-29-09

PHYSICAL LABOR/LAWN CARE

Griffin Interiors & Rug Galleries

Position: Lawn Maintenance/Construction

Qualifications/Duties: Seeking qualified individual to work on lawn maintenance crew & light construction. Lawn maintenance, delivery & pick up of furniture, plants, and equipment. Seeking hard working, dependable person with a good driving record.

Days/Times: Monday – Saturday 10:00am to 6:30pm Willing to work with your school schedule.

Salary: Above average pay for the right person.

Contact: Apply in person at 434 South Irving St. Bring current school schedule.

Posted: 11-19-09

West Texas Trailer Company

Qualifications/Duties: Ag experiences a plus.

Days/Times: Very flexible.
Contact: Call Owen at 655-6445.
Posted: 11-16-09

Planting Help

Qualifications/Duties: Needing someone to help plant flowers & shrubs.
Days/Times: Temporary position, starting Nov. 14th and lasting until Nov.27th.
Contact: Call Rob George at 656-0555.
Posted: 11-10-09

Landscaping Help

Qualifications/Duties: Must enjoy working outdoors. Performing general yard duties and getting the yard ready for winter.
Days/Times: Flexible, varying hours.
Contact: Call Mrs. Jones 949-0141 and leave a message with a call back number.
Posted: 11-3-09

SALES

Sprint Store

Position: P/T Sales Associate
Days/Times: 15-20 hrs per shift.
Qualifications/Duties: Looking for outgoing, friendly Sales Associates to meet or exceed service and sales objectives by providing world-class service to store patrons, selling products and services to current consumers, and actively soliciting new customers through inside sales, outside events, and outbound marketing efforts. Use your proven customer service ability, excellent communication skills, and strong computer knowledge to guide new customers through the purchasing decision and activation process and educate them about their new product and/or service. Sales Associate should have at least 6 months of selling experience or face to face customer service preferably in a retail setting.
Contact: 3524 Knickerbocker RD, Suite C
Posted: 11-6-09

Trend Furniture

Position: Sales
Duties/Qualifications: Must have outgoing personality. Self motivation is required. Willingness to work and a pleasant personality is a must. Must be able to get along with co-workers.
Contact: Apply in person at 4002 Wellington St. (across from the Sunset Mall)
Posted: 11-3-09

TUTORING

Tutor Needed

Qualifications/Duties: Need help with 8th grade pre ap math. If the tutor could help with science or English that would be a plus. The student is a well mannered 14 year boy, he is

very determined to do well, but is struggling in a new school system. We are military, so he has been to many different schools in the last few years.

Contact: Call Karen @ 318-518-7783.

Posted: 10-19-09

Tutor Available

Qualifications: Will tutor K-12 in English.

Contact: Please call Whitney McMillan at (325) 340-8955 or e-mail

wcmillan26@gmail.com

Posted: 9-17-09

Tutor Needed – ASAP!

Qualifications/Duties: Needing someone to tutor in English. I am taking two on-line English courses and need help.

Contact: Call 325-617-4371.

Posted: 9-14-09

Tutor Available

Qualifications: Will tutor high school & college math. Was a High school Math Tutor in 2007 and received all A's in Math during Middle & High school.

Contact: Hyunju (Ivy) Stine at (801) 712-5350 or jasmine_820329@yahoo.com.

Posted: 9-3-09

Grape Creek High School

Position: Tutors for AVID program.

Qualifications/Duties: Must be willing to tutor in all high school subjects.

Days/Times: Tuesdays and Thursdays from 7:45-11:25.

Salary: \$10/hour.

Contact: Carla Barron at 653-1852 ext. 10 or e-mail at Carla.barron@grapecreekisd.net

Posted: 8-26-09

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

Posted: 1-20-09

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

Disclaimer

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not guarantee that all jobs listed are still available. It is the responsibility of the individuals to research the integrity of the organizations to which they are applying. The individual is advised to use caution and common sense when applying for any position with an organization or a private party. You should not go alone to a residential address to apply for a job. Do not put yourself in a vulnerable position. Even the best job opportunity is not worth jeopardizing your personal safety. This web site also contains links to other web sites not under the control of Career Development and we are not responsible for the contents of any linked site. Career Development provides these links only as a convenience. ASU and Career Development assume no liability for acts of omissions by third parties or for material supplies by them.

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