

## **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 Recreation Department**

Position: Lifeguard

Qualifications/Duties: Certified preferred or we will certify. Supervise the indoor swimming pool.

Days/Times: Afternoon and evening hours; some weekends required.

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

[http://www.angelo.edu/dept/university\\_recreation/employment.html](http://www.angelo.edu/dept/university_recreation/employment.html) to print an application and then fax it to 325-942-2563.

Posted: 3-18-10

#### **Angelo State University Athletic Department**

Position: Soccer Student Assistant – Work Study preferred but not required

Qualifications/Duties: Work with ASU Soccer this spring and 2010/11 school year.

Working knowledge of computers and digital cameras. Duties include videotaping, laundry and other duties as assigned by the coaches.

Days/Times: Flexible schedule

Salary: \$7.25/hour

Contact: Coach Travis McCorkle at 942-2264 or [travis.mccorkle@angelo.edu](mailto:travis.mccorkle@angelo.edu)

Posted: 3-12-10

#### **Angelo State University Mathematics Labs**

Position: Laboratory Assistant – Taking applications for future semesters.

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

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

Salary: \$9.25/hour

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

Posted: 1-18-10

## ***CHILD CARE***

### **Childcare**

Qualifications/Duties: Multiple childcare workers needed for pre-school age group, experience preferred.

Days/Times: Wednesday evenings

Contact: Linda Russell at The Heights 224-8222 FMI, fill out application at 4512 Sherwood Way.

Posted: 3-18-10

### **Helper**

Qualifications/Duties: Having twins by c-section. After being released from hospital I will need help at night. Help may include feeding, changing diapers, bringing me the children, rocking them to sleep and other helpful activities. Good experience for a nursing major.

Days/Times: Needing someone to start on either Sunday, March 14<sup>th</sup> or Monday, March 15<sup>th</sup>. 9 or 10pm - 7am.

Contact: Call Regina at 202-422-4157.

Posted: 3-12-10

### **Childcare**

Qualifications/Duties: Needing summer care in my home for a 9 year boy who will have completed 3<sup>rd</sup> grade. Need transportation and food preparation for breakfast & lunch for applicant & child. We have membership at College Hills sum & racquet to include babysitter membership. Would need to monitor computer time & ensure continued study habits through the summer as well as other activities. Home located in southland Area. Include references – may be personal rather than work experience as applicable.

Days/Times: 8:00 – 4:30 Monday, Tuesday, Thursday and Friday & Wednesday from 8:00 -12:00.

Contact: Call Valarie at 325-277-0325.

Posted: 3-12-10

### **Babysitter**

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

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

Contact: Email your information & references to [ixoye4life@hotmail.com](mailto:ixoye4life@hotmail.com)

Posted: 3-8-10

### **Pumpkin Patch Preschool**

Position: Child Care Staff

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

Contact: Apply in person at 3302 Green Meadow.  
Posted: 3-3-10

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

#### **American State Bank**

Position: Part time Teller position.

Qualifications/Duties: Qualified applicants must have 1 year cash handling and sales experience. Great pay & hours!

Days/Times: Must be available Monday- Friday 1-6 and Saturdays 7-1.

Contact: Apply in person at 4109 College Hills Blvd or email resume to jobs@asbonline.com.

Posted: 3-19-10

#### **Angelo Water Service Company**

Position: Office Help

Qualifications/Duties: Basic Computer Skills, General office help including data entry, answering phones, filing, pricing, and other office duties assigned

Must be able to pass a drug test; Looking for a reliable person who can perform a number of different tasks, has a great attitude and has great customer service skills

Salary: Depending on Experience

Days/Times: M-F will work with students' schedule; some Saturdays required

Contact: Apply in person at 1007 N. Chadbourne

Posted: 3-17-10

#### **San Angelo Radiologists, P.A.**

Position: Clerk

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

Days/Times: Afternoon hours

Salary: Based on experience.

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

Posted: 3-11-10

#### **1st Community Federal Credit Union**

Position: Teller

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

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

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

Contact: Accepting applications at 3505 Wildewood Drive.

Posted: 3-10-10

#### **Bookkeeping Help**

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

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

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

Posted: 3-4-10

## ***COMPUTER AND TECHNICAL***

## ***FOOD SERVICES***

## ***MISCELLANEOUS***

### **Sams Club/Advantage Sales and Marketing**

Position: Event Specialist

Qualifications/Duties: Demonstrate food and other consumer packaged goods inside retail outlets to generate excitement and brand awareness to increase product sales. The ideal candidate is food safety certified or willing to obtain certification.

Days/Times: Part-time position that requires weekend scheduling.

Salary: Great Pay! Starts at \$10.00 per hour.

Contact: Email Johnny at [Johnny.osburn@asm.net](mailto:Johnny.osburn@asm.net) or Tina at [tina.scott@asm.net](mailto:tina.scott@asm.net).

If interested can go online and set up a profile at [www.asmnet.com/club](http://www.asmnet.com/club). The San Angelo position job code is 580.

Posted: 3-19-10

### **Napa Auto Parts**

Position: Delivery Driver

Qualifications/Duties: Must have an excellent driving record, must be able to pass a drug test, have a valid drivers' license

Days/Times: Monday- Friday 1pm-6pm and some Saturdays if necessary

Salary: Based on experience

Contact: To obtain application come by 3201 Arden Rd.

Posted: 3-17-10

### **Fairfield Inn and Suites Marriott**

Position: Breakfast Attendant

Qualification/Duties: Looking for someone who is outgoing, friendly, and has great customer service skills; need someone ASAP!

Days/Times: Friday, Saturday, and Sunday mornings 5:30am-11:30am

Contact: Apply in person at 1459 Knickerbocker Rd. No phone calls!

Posted 3-17-10

### **Concho Valley Gymnastics**

Position: Gymnastics Recreational Coach

Qualifications: Must be responsible, outgoing 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  
Contact: Come by 101 N. Oakes to pick up an application.  
Posted: 3-16-10

### **Country Club For Dogs**

Qualifications/ Duties: Exercise, feed, bathe, and take exceptional care of guest(dogs) while providing stellar customer service and performing detailed cleaning tasks. Some animal care a plus, positive attitude a sense of urgency and responsibility in carrying out task, fast pace, physically demanding in and outdoor, need a very dedicated person  
Days/Times: Weekdays vary (6:00pm-9:00pm) evening shift, Weekend (7:00am-1:00pm)  
Must be able to work through the summer evenings, weekend, and holidays.  
Contact: Send resume to [countryclubfordogs@yahoo.com](mailto:countryclubfordogs@yahoo.com)  
Posted: 3-16-10

### **Editor**

Qualifications/Duties: Needing someone to edit two short stories.  
Salary: 40/per story  
Contact: Call Debra at 658-3049 or email resume to [poochiedad@hotmail.com](mailto:poochiedad@hotmail.com)  
Posted: 3-16-10

### **Shannon Medical Center**

Positions:

- 1 Emergency Room Tech – (3 Positions) - Ability to learn & be proficient utilizing Emergency Dept. equipment, procedures & protocols. Experience in healthcare preferred. Successful completion of CPR/BLS is required within 90 days of hire. This certification must be maintained.
- 2 Mental Health Tech – High school diploma or equivalent. Additional education and/or experience in mental health, social services & behavioral science is preferred. Basic CPR certification. CPI training to be obtained within 3 months of employment. Night Shift
- 3 Monitor Tech - One year of clerical experience which included operation of a computer terminal. Possession of basic EKG & CPR certification are required within 90 days of employment.
- 4 Nursing Assistant – (1 As Needed & 5 Part-Time) – Ability to perform basic patient care tasks. Certification required for skilled Nursing Unit (SNF), Float Pool, Home Health & Registry. Certification preferred for all other department.
- 5 Food Service Worker – High School graduate or GED preferred. Ability to learn basic requirements of job. Preferred Service Certified or equivalent.
- 6 Pharmacy Tech II – (2 As Needed) – One year experience as a pharmacy technician which included preparation of IV/sterile products. Texas State Board of Pharmacy Registration required, National Pharmacy Technician Board Certification preferred, and IV preparation certification within 3 months.

Contact: Online application: [www.shannonhealth.com](http://www.shannonhealth.com). Or e-mail [hr@Shannonhealth.org](mailto:hr@Shannonhealth.org). All prospective employees are required to take & pass alcohol/drug tests before final job offers are made. All new employees are required to attend orientation on their first day of employment.  
Posted: 3-12-10

### **Oral and Maxillo-Facial Surgery**

Position: Surgical Assistant/Receptionist (2 positions)

Qualifications/Duties: Assist in Doctor surgery, sedate patient, sterilize equipment prepare equipment before and after surgery, take x-rays, clean surgery room, also cross-train on front desk. File insurance claims; handle office paperwork, schedule appointments, sealing envelopes and mail outs, and other office duties as assigned.

No experience needed – will train.

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

Contact: Randi at 325-949-1288

Posted: 3-11-10

### **All About Signs**

Position: Graphic Artist

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

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

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

Posted: 3-10-10

### **Concho Bail Bonds**

Position: Marketing/Advertising Assistant

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

Contact: Louie Perez at 325-659-7000.

Posted: 3-8-10

### **City of San Angelo**

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

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

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

3. Water Safety Instructor (WSI) – Recreation – (4 Seasonal Positions) Follows lesson plans for progressive swimming lessons. Helps in setting up pool equipment. Assists with scheduling and other clerical work. Assists with the pre-testing programs & division of classes into ability groups. Performs necessary assistance in case of staff

shortages. Must be 18 years of age. Must have current Water Safety Instructor lifeguard training, first aid & CPR certification. Ability to perform strenuous duties for extended periods of time; work in extreme weather conditions & lift 50lbs. Reliable transportation required. Flexible hours Mon. – Sat. 8:00am – 11:00pm. - \$7.75/hr.

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

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

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

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

Contact: For more information go to [www.sanangelotexas.us](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: 3-5-10

## **PM Distributors**

Days/Times: Will work with school schedules.  
Qualifications/Duties: Customer Service, Assist managers  
Salary: \$800 a month.  
Contact: Call 653-8383.  
Posted: 3-5-10

### **House of Chemicals**

Qualifications/Duties: Mostly production work with some local delivery. Must have clean driving record and be able to lift 50 lbs.  
Days/Times: 1 - 5 P.M., M - F.  
Contact: Apply in person at 302 N. Chadbourne.  
Posted: 3-3-10

### **Goodfellow Air Force Base**

Positions:

Recreation Assistant – NF-2 - Outdoor

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

Cook, NA-04 – Club

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

Recreation Assistant, NF-2 - Fitness Instructor

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

Posted: 3-3-10

### **Trinity Enterprises**

Position: General Laundry Production Help

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

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

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

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

Posted: 3-1-10

### **JHS Properties**

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

Days/Times: Approx. hours per week could be 10 to 20 hours and may include more general duties of projecting a professional office environment (housekeeping, re-

organizing records, etc.). However, you will set your own schedule as an independent person.

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

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

Posted: 3-1-10

### **Angelo Water Service Co.**

Position: Service Tech/Installer

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

Uniforms & tools supplied.

Salary: Based on experience.

Contact: Apply in person at 1007 N. Chadbourn.

Posted: 2-17-10

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

#### **Angelo Water Service Company**

Position: Shop Help

Qualifications/Duties: Excellent driving record a required. Must be able to pass a drug test and able to pass a criminal background check. Looking for a reliable hardworker who can perform a number of different tasks. Must be able to lift 80 (lbs.) or more!

Days/Times: M-F flexible hours some Saturdays required

Salary: Depending on Experience

Contact: Apply in person at 1007 N. Chadbourne

Posted: 3-17-10

#### **West Texas Trailer Company**

Qualifications/Duties: Ag experiences a plus.

Days/Times: Very flexible.

Contact: Call Owen at 655-6445.

Posted: 3-11-10

#### **Fortune Production Company**

Position: General Labor (oil and gas field)

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

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

Salary: \$8.50/hr

Contact: Wes Green or Howard Green at 325-651-2948 or email at [gfortune1@verizon.net](mailto:gfortune1@verizon.net)

Posted: 3-9-10

#### **Outside Lawn Work**

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

Salary: \$7.00 per hour

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

Posted: 3-8-10

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

Position: General Lawn Crew

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

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

Salary: \$8/hr

Contact: Rob at 325-656-0555 or [rob@robslawncare.net](mailto:rob@robslawncare.net)

Posted: 2-22-10

## ***SALES***

### **Dillard's**

Position: Sales Associate

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

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

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

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

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

Posted: 3-11-10

### **Trend Furniture**

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

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

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

Posted: 2-24-10

### **Space Age Communications, Inc.**

Position: Direct Sales Representative

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

Days/Times: Flexible hours

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

Contact: 325-944-4847 or [lucy.glenn@yahoo.com](mailto:lucy.glenn@yahoo.com).

Posted: 2-22-10

## ***TUTORING***

### **Temporary Tutor Needed**

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

Contact: If interested please send email to Adrien at [a\\_pittman81@yahoo.com](mailto:a_pittman81@yahoo.com).

Posted: 3-4-10

**Disclaimer**

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