

| Work-Study Department | Location/Contact | Job Description | Undergraduate Positions |
|---|-------------------------------------|--|--------------------------------|
| Admissions | Brock 103 Juley Rutherford | General office duties, assist with parents&students, lead campus tours | 8 |
| Alumni Affairs | Webb 306 Katie Beard | Answer phone, run errands, file, computer knowledge | 1 |
| Athletic Communications | Foust 5d Jordan Allison | General office duties, must have sports knowledge , keep stats &minutes during games | 2 |
| Athletic Training-ATR | Homer ATR Dr R.T. Floyd | Reception for patients &patient evals, treatment&rehab(if in athletic curriculum) | 1 |
| Athletic-AD | Foust 5c Penny Dew | Answer phones, file, making copies and run errands | 2 |
| Athletics-Compliance | Foust 5a Christi Wade | Answer phones, file, scan, run errands,computer skills, assist with athletes & coaches | 2 |
| Athletic-Training | JH216b Carol Spicer | General office duties, run errands | 2 |
| BBY Publications | Wallace 109b Teresa Partridge | General office duties, run errands | 8 |
| Biological Sciences | MSB 122b Joan Rundles | Answer phones, computer skills, assist professors, file, run errands | 1 |
| Biology Lab | MSB 118 Joan Rundles | Refill lab supplies, set up freshman labs, assist professors, run errands | 2 |
| Black Belt Center of Study | Land Hall Monica Moore | Clerical assistant, answer phones, run errands, computer knowledge | 1 |
| Business Office-Payroll | Webb 203 Brenda Killough | Answer phones, run errands, file, computer knowledge, scan | 2 |
| Campus Police | Craiger House Josette White | General office duties, work reception area, assist with student questions | 6 |
| Campus School | Campus School Kim Smith | Assist teachers,maintain supplies in class rooms and play areas,run errands | 2 |
| Career Services | Webb 236 Gina Robbins | General office duties, run errands, assist with events and event set up | 2 |
| Center for Business & Economic Services | Wallace 208b Veronica Triplett | Clerical support,meeting/special event support,grant research computer knowledge | 2 |
| CIS/Technology | Guy Hunt 104 Bonnie Dial | Clerical assistant, helping in lab, varius tasks for professors | 1 |
| College of Business | Wallace 207a Sieglinde Fleming | General office duties, run errands, computer skills | 12 |
| College of Business-Lab | Wallace 206b Janie Gregg | Assist students in lab,replace all supplies,maintain security | 2 |
| College of Education | Lyon b122 Kay Lucas | General office duties, run errands | 2 |
| College of Natural Science's & Math | MSB 214 Dr Mustafa Morsy | Processing &imaging herbarium specimens for UWA Herbarium, run errands, file | 4 |
| Comptroller | Webb 217 Barabara Etheridge | Answer phone,scan, run errands, file, computer knowledge | 2 |
| Counseling Services | Foust 7 Katie Crawford | General office duties | 4 |
| Division of Economic Development | KLH 102c Dr. Tina Jones | General office duties | 2 |
| Division of Online Programs | Lyon d102 Dr. Jan Miller | Answer phones, file, run errands, computer knowledge | 4 |
| Financial Aid | Webb 334 Emily Edmonds | Answer phone, file, run errands, assist students & parents, computer skills, scan | 2 |
| Fine Arts | Pruitt 5b Sharon Harwell | Mix clay, file slides &music, keep art room organized, run errands | 3 |
| Fine Arts-IMC | MSB Auditorium Dustin Prine | Computer knowledge, assist with media, run errands,filming | 2 |
| Football | JH 222 Brett Gilliland | Answer phone,type, file, make copies, run errands, assist coaches | 2 |
| Graduate Studies | Lyon d107 DeDe Hines | Answer phone, type, file, run errands, assist students,make copies & send faxes | 1 |
| Housing | Brock 123 Shelly Fast | Answer phone, make copies, type, file, run errands, assist students | 2 |
| HR Office | Webb 200 Robert Upchurch | General office duties | 2 |
| Information Technology | Webb 131 Greg Egbert | Answer phone, run errands, file, computer knowledge | 4 |
| Instutional Advancement | Webb 323 Dr. Chris Thomason | General office duties, run errands, help set up for events | 2 |
| International Programs | Intl. House Dr. Mark Davis | Assist with students,requires valid DL &proficiency with microsoft office suite | 4 |
| Lake LU | Lake LU Robbie Limerick | Cut grass, help with maintenance of grounds and lake, run errands | 2 |
| Lanuages and Literature | Wallace 108a Greg Jones | General office duties | 1 |
| Liberal Arts | Speith 116 Joy Cauthron | Answer phones, run errands, file, assist students in lab | 2 |
| Liberal Arts-Deans Office | Speith 130 Dr. Richard Schellhammer | Answer and route calls, greet vistors,keep logbook of calls and vistors | 2 |
| Liberal Arts-Ft Tombigbee Position | KLH 102c Dr. Tina Jones | Works with artifacts, helps with research,works on displays and publications | 2 |
| Library | JTL 202 Christin Loehr | Shelve books, provide information and assist patrons, answer phone | 6 |
| Livingston Press | Wallace 110a Dr Joe Taylor | Assists with mailing lists,orders, shipping, run errands | 2 |
| Mail Services | SUB Lee Boydston | Requires valid DL, help deliver mail, answer phones, run errands, assist with students | 2 |
| Math Lab | MSB 130 Kim Giles | Assist students in lab, run errands, answer phone, computer knowledge | 1 |
| Nursing | Speith 334 Hollie Pritchett | Answer phones,run errands filing, computer knowledge-cannot be a nursing major | 2 |
| Physical Ed/Athletic Training | MSB217a LaJuan Hutchinson | General office duties | 1 |
| Physical Plant | Moon Hall Lee Walker | Answer phone, file,assist in warehouse, run errands, pick up & delivery for warehouse | 1 |
| President's Office | Webb 239 Mary Grace Edmonds | Answer phone, run errands, file, computer knowledge | 2 |
| Printing | Webb 116 Kristi Collins | Answer phones, work reception area, learn grapic design | 3 |
| Provost | Webb 102 Holly Holycross | General office duties, run errands, computer skills, help setup for events | 2 |
| Public Relations | Webb 310 Besty Compton | Computer knowledge, assist with media, run errands,filming | 2 |

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| Purchasing | Webb 227 Janie Wooldridge | General office duties, run errands, computer skills | 1 |
| Registrar's Office | Webb 321 Emily McInnis | Answer phone,scan, file, computer skills, assist students | 2 |
| Rodeo Complex | Rodeo Complex Daniel Poole | Maintence of arena grounds & barn, care for livestock & animals, run errands | 2 |
| Sponsored Programs | Webb 202 Rodney Granec | General office duties, run errands, research assistant | 4 |
| Strength&Conditioning | JH202 Jeffrey Spratlin | Assist athletes &coaches in workouts, run errands, | 1 |
| Student Accounts | Webb 214 April Atcheson | General office duties, run errands, computer skills | 2 |
| Student Activities | SUB 203 Jason Gardner | Answer phone, run errands, file, use computer, help set up for events | 2 |
| Student Advocacy &Parent Support | Brock 129 Will Atkinson | General office duties, run errands | 1 |
| Student Life | Brock 202 Byron Thetford | General office duties,run errands, help set up events | 1 |
| Student Life-Activities | SUB 111 Troy Maddox | Officiate games, set up prior to events,maintain fields, office work | 2 |
| Student Support Services | Foust 3 Andrea Farquar | General office duties | 2 |
| Student Support Services -Tutors | Foust 3 Tanzie Brown | Tutors | 1 |
| Studio 96 | Wallace 112c James Walker | Assist with filming and production projects, set up, coumputer skills, run errands | 1 |
| Telephone Center | Webb 100 Amy Lenning | Route calls,assist students and parents, greet vistors, basic computer knowledge | 1 |
| Writing Lab | Wallace 307k Kelly Jacobson | Assist students in lab, run errands, answer phone, use computer | 2 |

Total Undergraduate Work Study Positions

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