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EU Student Employment Job Openings
August 18, 2016
2016-2017

Employment Paperwork
The following forms are required to be on file with Human Resources before any work may begin—please read the instructions on each form carefully:
1. W-4 Form
2. I-9 Form
3. Local Earned Income Tax Residency Certification Form (PA-32 Form)
4. Federal Work Study (FWS) or Eastern Campus Employment (ECE) Work Contract

⇒ Go to the Human Resources Department in HHC with your forms and ID’s (please do not mail or fax the forms to the office). HR is open Monday—Friday from 9am to 5pm.
⇒ Completed work contracts must be submitted to Human Resources at least 1 week before your first day of work.
⇒ Information on Direct Deposit, USA Funds Life Skills Online Trainings, and Health Insurance Marketplace Coverage Options can be found on the Student Employment webpage.

Off-Campus Jobs—Wages are paid by Eastern—$10/hour for work time & $8.50/hour for travel time.

Cornerstone Christian Academy is seeking FWS students to be math and reading tutors to individual and small groups, grades K-8th. Time commitment is Monday and/or Friday, 3-4:30pm. Interested applicants must have a sincere desire to be involved with the students to help them achieve academic goals; ability to communicate with students openly & non-judgmentally; have a passion for helping students learn & have the knowledge and skills to help students find new ways to look at difficult skills and concepts; must have patience to work with students who may have trouble understanding the content you are trying to help them with; sensitivity to students of different educational, economic, cultural, or racial backgrounds; ability to work as a team with other tutors & teachers; age 18 or older; Must have criminal background check & child abuse clearances. For more information and/or to apply, please contact Chris Peterson at cpetersen@cornerstonephiladelphia.com.

Inner-City Movement (ICMovement) is a non-profit ministry that equips youth (4-14 yrs) in evangelism and peer discipleship through the theatre arts. The Federal Work Study position gives an opportunity to work with ICMovement’s staff at Theatre 7000 in Upper Darby (right outside of West Philadelphia) a melting pot of races, languages, and cultures. Job openings available: General- Support in Youth Program; Non-Profit Admin.; Sound Designers; Musicians; Lighting Designers; Videographers; Animators; Prop/ Set Builder; Costumer Designer; Makeup Designer; Flying Operators; Stage Managers; Assistant Directors; Actors; Musical Theatre Vocalists. Please call 484-463-8936 and ask for Ben Myers for more specific information regarding each position.

ABCMen, Inc. is a non-profit organization the serves seniors, the disabled, and youth in need regardless of their race, nationality, religion, or creed. They have several opportunities available and at different locations: Assistance at Sanders House in Wynnewood, Assistance at Renaissance Health Care and Rehab Center in Philly, HMS School for Cerebral Palsy in Philly, Food Pantry in Philly, Youth Programs at various locations, Fundraiser/Event Coordinator, Website Coordinator, Social Media Assistant, Administrative Assistant, Grant Researcher and Writer Assistant. FWS is required. For more information, please contact Johnetta Wleh at info@abcmen.org.

The Council of Spanish Speaking Organizations (Concilio) seeks to ensure that equitable social, educational, cultural, and prevention/ intervention services and programs are made available to the Philadelphia community. They are looking for FWS students to work as Youth Program Facilitators with responsibilities including arts and craft activities, homework assistance, snack preparation, and life skills activities. Interested students should contact Leevetta Smith, Youth Program Supervisor, via Email: leevetta.smith@elconcilio.net or phone: 215-627-3100.

CEIBA is a coalition of community based organizations helping low-income people with housing and asset building matters. They are looking for FWS student to work as an Assistant Program Coordinator to help with research, writing, direct services, coordinating meetings and events, community organizing and outreach via media and grassroots activities and assisting with various projects. Interested students should contact Ceiba at 215-634-7245 or info@ceibaphiladelphia.org.

ACPPA Community Art Center uses the power of the arts and the creative process to help young people imagine a positive future for themselves and provide them with tools to build a pathway to that future. ACPPA has been a part of the Norristown community for nearly 10 years and continues to grow and expand at a fast pace. The organization currently serves approximately 2,000 students in Norristown and surrounding Montgomery County. ACPPA has an opportunity for a FWS college student to learn about non-profit management by assisting with all aspects of day-to-day activities. Working closely with the Executive Director, the assistant will gain insight into how a unique and fast-paced non-profit organization functions with hands-on work in fundraising, programming, and marketing. For more information and/or to apply, please contact Amy Grebe at amy@acppa.net.
Office Jobs

The Office of Institutional Planning, Research and Assessment is looking for 1 FWS student. The successful candidate will be working closely with the Division Vice President’s Assistant and/or Research Analyst on various high-level and time-sensitive projects. Duties may include document scanning, data gathering from online sources, assistance with meeting preparation, general office work and document preparation. Candidate must be extremely detail-oriented and have excellent command of the English language in order to follow complex directions. Superior computer skills are preferred. Must have excellent verbal, written and interpersonal skills. Dependability, ability to work as a team member, take direction and maintain confidentiality are required for this position. Candidate should have intermediate to advanced skill in Microsoft Office Suite, especially Word and Excel. The successful candidate will receive FERPA training. For more information, contact Deb McConomy-Wallace (dmconon@eastern.edu).

The Music Department is looking for 2 dependable and detail-oriented students to assist with office duties. Duties will include but are not limited to filing, marketing productions, mailings, attendance management, and assisting the Music Office with daily processes. Music majors are preferred, but not required for the position. We can ONLY accept Federal Work Study applicants. Any student interested in applying for the position should contact Sara Herman (sherman@eastern.edu) to set up an interview. No application required.

The Academic Operations Team is looking for one dependable and focused student to assist with office duties. Duties will include but are not limited to filing, mailings, purging files, shredding, organizing and special projects. The student worker will be assisting coordinators with both daily and long-term processes. We can accept Federal Work Study applicants. Any student interested in applying for the position should contact Janelle Spedding (jspeddn@eastern.edu) for an application.

The Cushing Center for Counseling and Academic Support (CCAS) is looking for a dependable, personable, and detailed-oriented student to assist the Disability Accommodations Counselor with assistive technology and administrative tasks. Primary duties include maintaining the alternate format book library (e.g., e-books), data entry, and researching and running tutorials on assistive technology. Candidates should be comfortable using basic computer technology and interested in learning about electronic aids for students with disabilities. Training will be provided. Work location is 3rd floor Walton Hall. FWS or ECE accepted. Interested students should contact Trish Sakal (ccas@eastern.edu) for more information.

The Student Development Office is seeking a responsible, diligent, and friendly student worker for the 2016-2017 academic year. Federal Work Study is required. Availability on Tuesdays and Thursdays between the hours of 11:00AM and 3:00PM is needed. Duties include general office assistance, such as copying, filing, answering telephones, welcoming visitors to the office, and assisting in the completion of special projects as assigned by the Office Manager, Vice Provost, and Residence Life staff. If you are interested in serving the Eastern community in a fast-paced, fun environment with fantastic people, please contact the Student Development Office at studev@eastern.edu or 610-341-5822.

The Office for Talent & Career Development (www.eastern.edu/careers) is looking for 3-5 students to be Career Ambassadors. Mission: The Office for Talent & Career Development engages Eastern University undergraduate and graduate students in exploring their God-given talents, developing career knowledge, understanding the internship and job search process, and empowering them to set and achieve future goals. Responsibilities vary and include: customer service, administrative/clerical, job board, newsletter, marketing, and events. To see a full description, go to our application here. We accept students who have Federal Work Study (FWS). Please contact Peder Wiegner at pwiegner@eastern.edu if you have any questions. In the meantime, if you are interested in applying for the job, please fill out the application here: https://docs.google.com/a/eastern.edu/forms/d/1YoggjYGzk7oPGzx066lyzEZKulkI14Ar1jv8fdn2mCs/viewform

The Office of the Registrar is seeking five FWS students working five hours/week to assist with office duties including customer service, directing inquiries, sorting, filing and electronic scanning. Student workers may also assist with other special projects as needed as directed by the Office Manager. Attention to detail and information confidentiality is imperative. Flexible schedule available. If interested, please contact the Office of the Registrar at registra@eastern.edu. Please include your work experience or resume.

The Athletics Office is looking for five students to give general office assistance during the hours of 9am - 5pm. This position would include making Xerox copies, filing copies, walking important papers to various offices on campus and giving hands on assistance to Varsity coaches, Staff and student athletes. We are looking for FWS students only. Any student interested in applying for this position please contact D. Grazulis at dgrazuli@eastern.edu giving your name, home address, Eastern email, and FWS Award Amount (check your financial aid award letter for $). An application will be forwarded to you.
Office Jobs

The Cushing Center for Counseling & Academic Support is seeking 3 students to perform general office duties including filing, copying, covering the front desk, data entry and receiving phone calls and requests for service, and assisting the administrative assistant with other office tasks. Candidates should have good interpersonal skills, be sensitive to issues of confidentiality, and present themselves in a pleasant and professional manner. FWS preferred. Please contact Trish Sakal at ccas@eastern.edu or 610.341.5837 or stop by 210 Walton to apply.

The Office of Alumni Relations wants you to be a part of their team!!! We are looking for a fun, energetic, hardworking, detail-oriented, responsible student to assist us in office work which includes data entry, filing, and mailings, as well as event preparation and participation. Working knowledge in Excel/Microsoft Word/Publisher is a plus. The student must have Federal Work Study (FWS) to apply. If you are interested in learning more about this position or would like to set up an interview, contact Mary Gardner ’83, MEd ’12, Director of Alumni & Parent Relations, at mgardner@eastern.edu or 610-341-5961.

The Center for Urban Youth Development and Urban Studies Department (at Falls Center, 3300 Henry Avenue, Philadelphia, PA) are looking for two detailed oriented and friendly FWS office assistants who possesses a passion for social justice, and great clerical and organizing skills. Excellent verbal and written communication skills are necessary as these office assistants will have occasion to interact with community leaders. Student workers will assist with special projects related to juvenile justice, youth work, and urban studies. Flexible hours. Please contact Dr. Kimberlee Johnson at kjohnso2@eastern.edu for an application.

The College of Education is looking for three dependable and detail-oriented students to assist with office duties. Duties will include but are not limited to filing, mailings, pulling folders, and special projects. Student Workers will be assisting the Assistant to the Interim Dean and also the Coordinator of Student Teaching. We can only accept Federal Work Study. Any students interested in applying for the position should contact Susan Shaw (sshaw@eastern.edu).

The Department of Nursing office is looking for a detail-oriented, responsible student to assist nursing faculty and staff with general office duties, research projects, mailings, copy work, and other duties as assigned. Light lifting required to transport books, clinical equipment, and supplies. Nursing majors or pre-nursing students are not permitted to apply for this position. Federal Work Study (FWS) required. Student must be committed to work both fall and spring semesters. Freshman preferred. To request an application and submit a resume, please contact Gilda Jean-Louis at rntobsn@eastern.edu for more information.

Check back often for new postings!!
Service Jobs

The Athletics Department is looking for approximately 30 – 40 FWS students to work event staff positions for athletic events. Applicants must be able to perform responsibilities associated with 4 main job functions - Set Up, Breakdown, Game Operations, & Concessions. Event Staff provide operational functions before, during, and after events. Event Staff assist with field and site set-up and take down, scoring, and other roles. Event Staff interact directly with teams, coaches, spectators, and officials during the event. Game operations responsibilities include, scoreboard operator, penalty timekeeper, announcer, ball runner etc. Concessions entails providing customer service to patrons of the events and ensuring that food service is provided in a safe, cleanly and effective manner. Applicant should have the ability to work in varying climates (indoor or outdoor), lift up to 25 lbs., work weekends, remain composed in pressure situations, and a completed application. If interested please contact Jason Badecki at jabadecki@eastern.edu for an application.

Media Services, Eastern’s Audio/Visual Dept., is looking to hire 15-20 students to help deliver services and equipment for classes & events. No experience is necessary, but helpful. Students work an average of 8 -10 hours per week. Morning & evening hours are available Monday – Friday with some required weekend hours. Stop by McInnis 302, email pwthorpe@eastern.edu, or call 610-341-5865 and talk to Paul Thorpe for more information and to pick up an application. Must have Federal Work Study.

The Athletics Office is looking for three students to drive cars and large vans during the hours of 9am -5pm off campus to local rental office. Necessary to obtain Eastern University approved driver license. Experience in driving pick-up trucks or vans a plus. Perfect job for twenty year old or over students with little time to make extra cash, higher pay given for this position. FWS students only. Any student interested in applying for this position please contact D. Grazulis at dgrazulis@eastern.edu giving your name, home address, Eastern email, and FWS Award Amount (check your financial aid award letter for $). An application will be forwarded to you.

The Dining Services are looking for 70-100 food service workers at all four dining locations on campus. Duties vary with each serving location, but include dish washing, serving food, cleaning, and light food prep. We can accept Federal Work Study and Eastern Campus Employment applicants. Any students interested in applying for the position should check www.EasternDining.com or the cashier stand in the Dining Commons for an application. If you have any questions about the position, please email Sodexo@eastern.edu.

Warner Library is looking for several dependable and detail-oriented students to work at the library. Duties include working at the Checkout/Reserves desk, shelving materials and other tasks assigned by the librarians. Evening and weekend hours are required. Warner Library only accepts Federal Work Study (FWS) applicants. Anyone interested in applying for a position at the library should contact Joy Dlugosz (jdlugosz@eastern.edu) for an application.

The Office of Student Activities is seeking to fill multiple student-worker positions for students with Federal Work-Study funding to monitor the KaGe Facility. These students will be responsible for the oversight and upkeep of the kitchen and lounge areas of the KaGe for student use throughout the academic year and will be responsible for ensuring a safe and clean environment for students on campus, loaning out equipment and games, and reporting any behavior that is in violation of the policies written within the Student Handbook. These positions will report directly to Student Activities staff. Students should be available between 5:00pm – 12:00am Monday-Friday and have some availability to pick up shifts (created by reservations) on weekends. Interested students should contact Ben Howard (bhoward@eastern.edu) for an application.

The Admissions Office is looking for approximately 15 Enrollment Management Assistants (EMA’s) to work with us for the 16-17 school year. EMA’s handle data entry, telemarketing, other office work, and give our campus tours. We will consider both Federal Work Study and Eastern Campus Employment applicants. Any student interested should email Janice Roberts (jroberts@eastern.edu) to express their interest and request an application.

The Music Department is looking for 6-8 dependable and trustworthy students to monitor our building during non-office hours (nights and weekends). Duties will include 2-4 hour shifts, sitting at a desk by Workman Hall’s front entrance and tracking student/visitor sign in and out, and monitoring the building and departmental equipment for security. Some weekend hours are required of all workers. Music majors are preferred, but not required for the position. We can ONLY accept Federal Work Study applicants. Any student interested in applying for the position should contact Sara Herman (sherman@eastern.edu) to set up an interview. No application required. We would like those hired for these positions to start as early in the semester as possible.

Dr. Campolo’s Office serves to manage his affairs as a speaker, author, and public figure. We are looking for three to four Federal Work Study eligible students to provide assistance in these overall responsibilities. Examples of duties include archiving media, maintaining public calendars and social sites, processing merchandise, transcribing past sermons, and maintaining records. Those who are interested in learning more should be in touch with Gavin Hewitt at 610-341-5962 or by email at tcampolospeaker@eastern.edu. We look forward to hearing from you.

Check back often for new postings!!
Service Jobs

The Office of Faith and Practice is looking for 10-15 reliable and enthusiastic students to be Service Learning Van Drivers. Duties will include driving first-year students in vans from Eastern’s campus to area nonprofits for their service learning experiences and working alongside students. Students must be 20 years old and have at least 6 months of driving experience, a clean driving history, and be willing and able to get a University van license. Students must be comfortable driving a 15-passenger van. Daytime, evening, and weekend shifts available. Pay begins at $11.00 per hour. Federal Work Study is preferred but not required. Any students interested in applying for the position, please contact Peder Wiegner (pwiegner@eastern.edu) for an application.

The Office of Faith and Practice is looking for 10-15 reliable and enthusiastic students to be Service Learning Van Drivers. Duties will include driving first-year students in vans from Eastern’s campus to area nonprofits for their service learning experiences and working alongside students. Students must be 20 years old and have at least 6 months of driving experience, a clean driving history, and be willing and able to get a University van license. Students must be comfortable driving a 15-passenger van. Daytime, evening, and weekend shifts available. Pay begins at $11.00 per hour. Federal Work Study is preferred but not required. Any students interested in applying for the position, please contact Peder Wiegner (pwiegner@eastern.edu) for an application.
**Specialty Jobs**

Eastern University’s **Sports Broadcasting Network, Eaglevision**, is looking to add several FWS Broadcast Technicians to our team. The Broadcast Technicians would be utilized as video camera operators, directors and producers for the live broadcasts of Eastern University’s home games. All broadcast technicians will be trained in all facets of the broadcast and will get the chance to perform the duties of all specific roles, which include:

- **Director** — The Director is in charge of operating the broadcasting computer program to select which camera is seen by the viewing audience. For some games, the director will also be in charge of updating the scoreboard and game clock for the game being broadcast.
- **Producer** — The Producer is in charge of making sure all other broadcast technicians have the equipment they need, that the equipment is working properly, and that the scoreboard and game clock on the broadcast are synchronized with the official scoreboard and game clock. The producer is also in charge of troubleshooting any technological problems during the broadcast.
- **Camera Operator** — The Camera Operators are in charge of filming the gameplay and adjusting their camera as dictated by the Director of the broadcast. The Camera Operators will be able to communicate with the Director using microphone headsets.
- **Broadcaster** — Call the games as a play-by-play announcer and or color commentary. Learn about broadcasting multiple sports and how to do interviews with players, coaches, and athletic/school administrators.

In addition to these positions, all Broadcast Technicians will be required to help set up and take down all technology used during the broadcasts that they participate in. The Broadcast Technicians need to have a strong work ethic and an ability to pay attention to small details. The Broadcast Technician also needs to have confidence in themselves and must be able to work in a team setting. No experience in broadcasting is required, but candidates with experience will be given stronger preference. Interested students should email Justin Farrell at jfarrel1@eastern.edu.

The **Music Department** is looking for a dependable, enthusiastic and detail-oriented student to record and edit videos for the Music Department. Duties will include but are not limited to video editing, video recording, YouTube postings, creating marketing videos and working with social media. Students must have experiences working with iMovie & mac computers. Availability to work Tuesdays & Thursdays is preferred. Any student interested in applying for the position should contact Sara Herman (sherman@eastern.edu) to set up an interview.

The **Department of Strategic Alliances and Partnership** within the Office of University Marketing is looking for one dependable and detail-oriented student to assist with partnership development. Duties include database updates, making multiple title changes, creating targeted company spreadsheets, and changes to the partnership folder units. Provide outreach spreadsheet and maintain a network of referral agencies for the Strategic Alliance Office. Conducts comprehensive intake process and follow up with EU stakeholders and potential client folder. Assists with marketing efforts. Assesses client eligibility and needs through interviewing process. Answers all inquiries from potential program clients. We can accept Federal Work Study and Eastern Campus Employment applicants. Any students interested in applying for the position should contact Mumia Parham, mparham@eastern.edu for an application.

The **International Development and Economic Development programs** are looking for a student worker to fill the Job Database Manager position. Duties will include updating and expanding our current job database, conducting online searches, contacting current/former employers of program graduates and maintaining up-to-date information about each potential position. A successful candidate will be comfortable organizing information and an effective communicator. We can accept only Federal Work Study applicants. Any students interested in applying should contact Matthew Kistler (mkistler@eastern.edu) for an application.

If you are outgoing and enthusiastic about serving others and you also happen to be creative, patient, organized, self-motivated, and open-minded, this is the job for you! The **College Success Program for Students Living with Autism Spectrum Disorder (CSP)** is looking to hire up to four Undergraduate Peer Mentors for the 2016-2017 academic year. The primary responsibilities of the CSP Undergraduate Peer Mentors are to support CSP students with understanding and participating in campus life, developing positive peer relationships, and navigating the Eastern University campus and the surrounding community. Qualified applicants will be a sophomore, junior, or senior undergraduate student in good standing during the 2016-2017 academic year and will be a residential student with prior experience living in an EU residence hall. The following qualifications are highly preferred, but not absolutely required: have documented previous work experience with individuals living on the autism spectrum or in another human service related field, have a valid driver’s license. Training and supervision are provided. This position requires a commitment of 8-10 hours each week. This is an Eastern Campus Employment position. Contact Sharon Thompson, CSP Coordinator at sthompson@eastern.edu or call 484-654-2378 for more information.

The **Office of Advancement** wants you to be a part of their team!!! We are looking for several fun, energetic, hardworking, detail-oriented, and responsible FWS students. If you are willing to learn new things, pick up on programs quickly, and are not afraid of dealing with multiple projects at one time, then our team might be the place for you! If you have a background involving computer skills and tasks, that is a plus! Students will assist in various data management tasks for the donor database including but not limited to: reports, mailing lists, data imports, data entry, and data exports. Additional tasks include: creating Google forms, internet research, email address management, Excel charts, and other tasks as assigned. There may be additional tasks associated with the Alumni Office and with web content management. This job will help you gain experience in dealing with online programs as well as strengthen your organizational and research skills. Working in the Office of Advancement is a great opportunity that will help prepare you for the future and give you a taste of what working in the real world is like. For more information and to apply, contact Serena Livingston at slivings@eastern.edu.
Specialty Jobs

The Office of Student Activities is seeking creative and hardworking students to fill one or two Federal Work Study positions to help with creating awareness for events and activities, both on and off campus. Duties and responsibilities include: updating an announcement board regularly with accurate information, creating awareness and interest in campus and local events (especially events promoted through our partner Campus Philly), making and hanging signs and posters throughout campus while maintaining the campus posting policy, general clerical assistance, and other duties as assigned. This position reports directly to Student Activities staff. While hours are flexible, the student(s) should be available on short notice and expect a few hours of work each week. Interested students should contact Ben Howard (bhoward@eastern.edu) for an application.

The Biology Department is looking for a dependable, science-oriented student to help with general lab duties for 6-8 hours per week. Duties will include but are not limited to cleaning lab glassware, restocking shelves, filling soap bottles, putting away items after labs, and general lab cleaning of cabinets or shelves. The student worker will be assisting the Biology faculty to help keep things organized and running smoothly in the teaching labs. A commitment to lab safety and good work practices is a must. We can accept Federal Work Study applicants. Any student interested in applying for the position should contact Dr. Meg Laakso (mlaakso@eastern.edu) for an application.

The Biology Department is looking for a dependable, science-oriented student to help with general lab and greenhouse duties for 6-8 hours per week. Duties will include but are not limited to cleaning lab glassware, restocking shelves, filling soap bottles, putting away items after labs, and general lab cleaning of cabinets or shelves. The student worker will be assisting the Biology faculty to help keep things organized and running smoothly in the teaching labs. A commitment to lab safety and good work practices is a must. We can accept Federal Work Study applicants. Any student interested in applying for the position should contact Dr. Meg Laakso (mlaakso@eastern.edu) for an application.

The Cushing Center for Counseling and Academic Support (CCAS) is seeking 2-4 students for the position of Disability Services Student Assistant for 2016-17. The immediate need for fall semester is for student workers to assist students in science lab classes; needs for other areas might emerge over the year. Workers must be reliable, have good interpersonal skills, and enjoy working with people. A science background and prior tutoring or mentoring experience are helpful, but not essential. Training will be provided. FWS or ECE accepted. Competitive pay rate. For more information or to apply, contact Dr. Lisa Hemlick at themlick@eastern.edu or 610-341-5830.

The Cushing Center for Counseling and Academic Support (CCAS) is looking for peer tutors for all subject areas for the 2016-2017 academic year. Peer tutors provide assistance with course material and with other course-related activities to students enrolled in traditional undergraduate courses at Eastern University. Most tutoring is delivered in person at the Tutoring Center in Walton Hall 3rd floor. An online format may be used for some courses. Tutors must have a CUM GPA of 3.0 or higher, recommendation from a faculty member in the subject area in which they want to tutor, and evidence of good interpersonal skills. FWS and ECE accepted. Interested students should contact Ms. Liz Peck, lizette.peck@eastern.edu, for an application.

The Language and Cultural Studies Department is looking for one native Spanish speaker and one native French speaker to assist with conversational practice for majors and minors. Duties involve scheduling weekly appointments with students to assist in their language acquisition and performing some T.A. duties. These positions are only available to Federal Work Study recipients. Applicants should have 2-3 hour blocks available for work during the day. Any students interested in applying for the position should contact Dr. Julia Stewart (juliastewart@eastern.edu) for an application.

Eastern University Fine and Performing Arts Division is looking for a responsible, professional mannered student to fill the position of Front of House Manager. The House Manager is responsible for recruitment and supervision of usher and concession table needs. They are also to be attentive to the needs of our patrons, performers, directors, stage management and producers for each performance. Must be willing to work weekends. High level of responsibility required, must be able to work without direct supervision. Any student interested in applying for the position should contact Stephen Wisely (swiseley@eastern.edu) to set up an interview. No application required.

The Fine and Performing Arts Division is looking for 5 dependable and trustworthy students to run the technical needs for productions for the Music, Dance & Theater departments. Training will cover positions such as Stage Manager, Light Board Operator and Sound Board Operator. Regular responsibilities will include organizing the stage, costume room, loading dock, lighting & sound booth. Must be willing to work weekends. High level of responsibility required, must be able to work without direct supervision once trained. We can ONLY accept Federal Work Study applicants. Any student interested in applying for the position should contact Stephen Wisely (swiseley@eastern.edu) to set up an interview. Please bring a list of experience to your interview.

Check back often for new postings!!
Summer 2017 Job Openings

Check back again in February 2017!!