

Department	Job Title	# of positions	Prerequisites
Academic Affairs/Deans' Office	Academic Affairs/Deans' Office Student Assistant	1	Prefer second semester freshman or sophomore.
Academic Assessing	Senior Seminar Grader	as needed	Required
Academic Assessing	Student Assessment Assistant	as needed	Required
Academic Assessing	Proficiency Testing Assistant	as needed	Required
Academic Enrichment Center	Peer Tutors	as needed	3.0 Cumulative GPA; A or A- in the course in which they would like to tutor; & professor recommendation
Admissions	Console Operator	4 to 6	No prereq.'s required
Admissions	Counselor Assistant	6	No prereq.'s required
Admissions	Admissions Visit Assistant	4	No prereq.'s required
Admissions	Admissions CREW	18 to 22	Interview in Spring/Leadership stipend paid
Admissions	Admissions Intern	7	Interview in Spring/Leadership stipend paid
Admissions	Summer Intern	1	Previous Admissions Work
Alumni & Parent Relations	Alumni Student Writer	5	Specific to position
Alumni & Parent Relations	Student Ambassadors	10	Required
Archives	Archives Student Assistant	3	No prereq.'s required
Art Department	Ceramics Room Monitor	2	Art Major - studio
Art Department	Designer	2	Art Major - graphic design
Art Department	Mac Lab Monitor	3	Art Major - graphic design
Art Department	Metcalf Building Monitor	3	Art student - work midnight to 2 a.m. shift
Art Department	Model	10	Ability to sit for long periods of time
Art Department	Office Assistant	1	Art Major
Art Department	Photographer	2	Art Major - photography
Art Department	Sculpture Room Monitor	2	Art Major - studio
Art Department	Art Tutor - Art Lessons	5	Art Ed Major
Art Department	Art Tutor - Group Lessons	1	Art Ed Major
Art Department	Art Camp Teacher	5	Art Ed or Elem Ed Major
Athletics	Athletics Student Office Worker	3 to 5	No prereq.'s required
Athletics	Student Trainer	2 to 4	Must have some previous athletic training experience or athletic training educational goals

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Athletics	Sports Information Student Video Worker	3	Working knowledge of sports and availability on evening and weekends.
Athletics	Sports Information Workers	5 to 8	Previous experience with taking stats, media comm, sports journalism. Availability on evenings & weekends.
Bedi Center for Teaching and Learning Excellence	BCTLE Student Worker	1	No prereq.'s required
Biblical Studies, C.E., & Philosophy	Greek Grader/Assistant	1	Greek Student/Professor Recommendation
Biblical Studies, C.E., & Philosophy	Christian Ed Student Assistant	2	C.E. Student/Professor Recommendation
Biblical Studies, C.E., & Philosophy	Philosophy Student Assistant	1	Philosophy Student/Professor Recommendation
Biblical Studies, C.E., & Philosophy	Student Office Assistant	1	Biblical Studies, C.E., or Philosophy student/Work Study eligible preferred
Bookstore Program	Bookstore Student Worker	1 or 2	No prereq.'s required
Bookstore Program	Bookstore Student Worker-Seasonal	3 or 4	No prereq.'s required
Business Department (Academics)	Accounting Student Assistant	1	Accounting Student/Professor Recommendation
Business Department (Academics)	Accounting Student Grader	1	Accounting Student/Professor Recommendation
Business Department (Academics)	Student Assistant to Admin. Assistant	1	Business Department Student preferred
Business Department (Academics)	Economics Student Assistant	1	Economics Student/Professor Recommendation
Business Department (Academics)	Finance Student Teaching Assistant	1	Finance Student/Professor Recommendation
Business Department (Academics)	Marketing Student Teaching Assistant	1	Marketing Student/Professor Recommendation
Business Department (Academics)	Teaching Assistant ITB and MGT	1	Business Department Student preferred/Professor Recommendation
Business Office (VP Finance)	Business Office Student Worker - Charge Card Processing Review	1	Accounting or Business Majors preferred
Business Office (VP Finance)	Business Office Student Worker - A/P Scanning	1	Accounting or Business Majors preferred
Business Office (VP Finance)	Business Office Student Worker - A/P Scanning, Etc.	1	Accounting or Business Majors preferred

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Business Office (VP Finance)	Business Office Student Worker - Summer	1	Accounting or Business Majors preferred
Campus Pastor	Campus Ministries Student Assistant	1	Underclassman preferred
Career Development	CCO Intern	11	No prereq.'s required
Center for Missions Computing	No student jobs available		
Center for Music Development	Office Assistants Music Department	3	Work Study
Center for Music Development	Music Theory Graders	2	Work Study
Center for Music Development	Rehearsal Equipment Set Up	2	Work Study
Center for Music Development	Water Piano Humidifiers	1	Work Study
Center for Scripture Engagement	Scripture Engagement Content Researcher	4	CEM Student/Professor Recommendation
Communication Arts	Student Secretary	2	No prereq.'s required. Office experience is a plus.
Communication Arts	Production Staff	12	Must apply before the end of the last season for the following season and work under a current staff member in the position.
Conference Administration/University Marketing	Student Conference Staff	12	Completion of one year of studies at TU & enrolled for next Fall. Preference given to students with prior experience in Conference Services and/or students enrolled in Marketing/ Public Relations/ Graphic Design & Journalism\ Media Writing. Skills/experience in event planning or project management a plus.
Conference Administration/University Marketing	Student Lake Staff	8	Completion of one year of studies at TU & enrolled for next Fall. Certified in CPR/AED for Lifeguards and Life Guard Training and First Aid.

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Conference Administration/University Marketing	Student Marketing Staff	15	Completion of one year of studies at TU & enrolled for next Fall. Preference given to students with prior experience in Conference Services and/or students enrolled in Marketing/Public Relations/Graphic Design and Journalism/Media Writing. Skills/experience in event planning or project management a plus.
Conference Administration/University Marketing	Student Webmaster	3	Prior experience with HTML/CSS and Javascript. Attention to detail and organizational skills. Sophomore status.
Department of Kinesiology	Dept. of Kinesiology Office Student Worker	1	Work Study eligible, strong organizational skills, trustworthy, ability to work without supervision, self-starter
Development	Phonathon Student Caller	5 to 10	No prereq.'s required
Dining Commons/Grille	Dining Commons - Front of House Student Workers	75	No prereq.'s required
Dining Commons/Grille	Catering Staff Student Workers	50	No prereq.'s required
Dining Commons/Grille	Grille Student Workers	30	No prereq.'s required
Dining Commons/Grille	Dining Commons - Kitchen Student Workers	10	No prereq.'s required
Dining Commons/Grille	Dining Commons - Student Dining Room Attendant	2 to 3	No prereq.'s required
Dining Commons/Grille	Student Concession Stand Attendant	4 to 6	No prereq.'s required
Dining Commons/Grille	Dining Commons/Grille Marketing Student Workers	2	No prereq.'s required
Echo/Ilium	Echo A & E Co-Editor	3	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.

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Echo/Ilium	Echo Ad Manager	2	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Ad Team Local	1	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Ad Team	4	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Co Editor-in-Chief	15	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Copy Editor	1	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Copy Chief	2	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Distribution Student Employee	3	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo A & E	1	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Sales	2	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo News Co-Editor	3	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.

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Echo/Ilium	Echo Co-Sports	1	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Designer	6	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Features Editor	1	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Life & Times Co-Editor	3	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Opinions Editor	2	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Photographer	1	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Sports Writer	2	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Staff Writer	2	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Staff Writer/Copy Editor	1	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo World Editor	1	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.

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Echo/Ilium	Echo Editor-in-Chief	4	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Features Editor	1	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Online Editor	2	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Science & Tech Editor	2	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Social Media Manager	1	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Sports Editor	2	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Subscriptions	1	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Echo Video Team	2	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Ilium Designer	23	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Ilium Editor-in-Chief	13	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.

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Echo/Ilium	Ilium Design Intern	6	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Ilium Public Relations	14	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Ilium Lead Design	13	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Ilium Lead Photographer	9	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Echo/Ilium	Ilium Photographer	25	Completion of one year at TU. Experience in writing/design/photo - graphy/Web design preferred.
Education	Student Office Worker	2 or 3	Freshman or Sophomore preferred. No student athletes - due to scheduling conflicts. Student should not be an Education Major.
Eichling Lab Pool	Student Lifeguards	8 to 10	Lifeguard Training Certification with CPR/AED for the Professional Rescuer.
English as a Second Language/TESOL	ESL Tutors	as needed	Prerequisites required
English as a Second Language/TESOL	TESOL Children's Activities Coordinator	1	Prerequisites required
English as a Second Language/TESOL	TESOL Head Tutor	2	Prerequisites required
English/Modern Language	English Dept. Student Worker	1	No prereq.'s required
English/Modern Language	Modern Language Student Worker	1	No prereq.'s required
English/Parnassus	Parnassus Editor	1	Chosen by English Department Faculty through selection process.
English/Parnassus	Parnassus Lead Designer	1	Chosen by English Department Faculty through selection process.
Environmental Science	Re-Cycle Bike Shop Student Assistant	2 to 4	No prereq's required

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Euler Science Complex/Academic Compliance	Academic Compliance Student Worker	1	Licensed driver w/clear driving record, ability to work independently, comfortable with computing systems and managing multiple projects/priorities. Experience with Microsoft Word and Excel.
Facilities Services	Summer Set-up Crew	5	No prereq's required
Facilities Services	Summer Research Intern	1	No prereq's required
Financial Aid	Financial Aid Student Assistant	1	Work Study student, able to answer telephone and complete office tasks
First Year Experience	Student Leader	1	Hired by TSO recommendation.
Grounds	Grounds Keeper	4	No prereq's required
Grounds	Landscaper	3	No prereq's required
Grounds	Mowing Crew	3	No prereq's required
Grounds	Stream Project Student Workers	3	No prereq's required
Housekeeping	Summer Housekeeper	4	No prereq.'s required
Housekeeping	Summer Housekeeper/Weekend	5	No prereq.'s required
Information Technology	Technology Services Student Technician	14 to 17	No prereq.'s required
Information Technology	Student Network Technician	1	High degree of skill in working with computers and network infrastructure and security required. Ability to work independently.
Information Technology	Information Technology Student Secretary	1	Must have experience with MS Office. Prior office experience is helpful.
Information Technology	Application Analyst/Developer	5	Language Programming classes
International/Intercultural Programs	Gospel Choir Director	1	No prereq.'s required
International/Intercultural Programs	OIP Intern	2	No prereq.'s required
International/Intercultural Programs	OIP CDS Coordinator	1	No prereq.'s required
International/Intercultural Programs	International Orientation Coordinator	2	No prereq.'s required
Intramurals	Flag Football Referee	44	No prereq.'s required
Intramurals	Soccer Referee	25	No prereq.'s required
Intramurals	Hourly Supervisor	12	No prereq.'s required
Intramurals	Intramurals Referee	127	No prereq.'s required

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Ireland Studies Program	PA Irish Studies	as needed	Current enrollment in ISP
Ireland Studies Program	Overseas Mentor Ireland	as needed	Current enrollment in ISP
Ireland Studies Program	Student Researcher	as needed	Former ISP student
KSAC	KSAC Well Student Worker	50 to 60	Must have CPR Certification through the American Red Cross or the American Heart Association
KSAC	KSAC Student Supervisor	2	Must have CPR Certification through the American Red Cross or the American Heart Association
Laundry Services	Laundry Assistant	7	No prereq.'s required
Library	Check Out Desk Assistant	20	Personal interview; specialized training; customer service mentality; cash register experience preferred
Library	Public Services Assistant	1 or 2	Personal interview; detail orientation; ability to work on one's own; self-starter
Library	Interlibrary Loan Assistant	1 or 2	Personal interview; detail orientation; ability to work on one's own; self-starter
Library	Student Research Assistant	10	Personal interview; specialized research training; customer service mentality; interest in research; upper classmen preferred
Library	Library Processing Assistant	3	Personal interview; detail orientation; ability to work on one's own.
Library	Information Services Senior Application Developer	1	Personal interview; ability to work on one's own; specialized skills required; at least 1 year as Junior Application Developer
Library	Information Services Junior Application Developer	1	Personal interview; ability to work on one's own; specialized skills required
Library	Information Services Media Designer	1	Personal interview; ability to work on one's own; specialized skills required
Maintenance	Summer Paint Crew	5	No prereq.'s required

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Maintenance	Key Control Office Student Worker	1	No prereq.'s required
Media Communications	MCM Lab Assistant	8 to 10	MCM215, MCM220, Customer service mentality, recommended by production faculty
Media Communications	MCM Engineering Assistant	1 to 2	MCM215, MCM220, technical aptitude, recommended by production faculty
Media Communications	MCM Summer Engineering Assistant	1	MCM215, MCM220, technical aptitude, recommended by production faculty
Media Communications	MCM Student Secretary	1 to 2	ART156, ART157, MS Office, secretarial design skills and research skills
Media Communications	MCM Student Secretary	1	ART156, ART157, MS Office, secretarial design skills and research skills
Media Communications	MCM Student Secretary	1 to 2	MCM220
Media Communications	WTUR General Manager	1	Previous experience with WTUR, typically as Asst. Mgr.
Media Communications	WTUR Assistant Manager	1	Previous experience with WTUR, typically as DJ or other staff position
Media Communications	WTUR Campus/Community Relations	1	PR/Promotions background, social media
Media Communications	WTUR Asst. Campus/Community Relations	1	PR/Promotions background, social media
Media Communications	WTUR Media Specialist	1	ART157, ART356, Web & design background
Media Communications	WTUR Music Director	1	Christian music knowledge, computer savvy
Media Communications	WTUR Production Manager	1	MCM215, creativity, writing/producing ability, previous experience with WTUR
Media Communications	WTUR Asst. Production Manager	1	MCM215, creativity, writing/producing ability
Media Communications	Envision Production Producer	4	MCM220, recommendation of production faculty
Media Communications	Envision Film Festival Co-Producer	2	PR/Promotions background, organizational skills

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Media Communications	Media Performance TA	1	MCM215, MCM220, recommendation of production faculty
Media Communications	After-Effects TA	1	ART156, ART157, MCM158 or equivalent
Media Services	Media Services Student Technician	3 or 4	Existing technical skills in media is a plus.
Media Services	Media Services Student Office Assistant	1	Software knowledge
Men's Football	Football Managers	3	Fall & Spring enrollment, available weekdays and Saturdays in Fall
Men's Football	Football Filmer	2	Fall & Spring enrollment, available weekdays and Saturdays in Fall
Men's Football	Football Office Assistant	1 or 2	Fall & Spring enrollment, available weekdays and Saturdays in Fall
Men's Soccer	Men's Soccer Manager	1	Coaches recommendation only
MES Operations	Omit this category per Ron Sutherland		
Momentum Volleyball & Women's Volleyball	Volleyball - Libero Tracker	1	Volleyball experience required
Momentum Volleyball & Women's Volleyball	Volleyball - Scorekeeper	1	Volleyball experience required
Momentum Volleyball & Women's Volleyball	Volleyball - Ball Shaggers	3	No prereq.'s required
Music	Accompanist	1	Music background
Music	Music Computer Lab Assistant	5	Music background
Music	Music Computer Lab Manager	2	Music background
Music	Dr. Collins - Music Student Worker	2	Music background
Music	Music Office Student Worker	3	Music background
Music	Music Recording Office Worker	5	Music background
Music	Piano Maintenance	2	Music background
Music	Ringer Set Up Student Worker	1	Music background
Music	Band Room Set Up Student Worker	1	Music background
Nussbaum Greenhouse	Greenhouse Care Student Position	1	Biology Major. Available Fall and Spring Semesters. Work Study preferred.
Office os Sponsored Programs	OSP Student Worker	1	Upperclassman, Grant writing experience, Proficient writing skills

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Payroll	Payroll Student Worker	1 or 2	Attention to detail, ability to multi-task, and good organizational skills.
President's Office	President's Office Student Worker	1	Recommended by President's Office staff. Available at noon M - F. Office skills required.
Psychology	Psychology Office Assistant	1	No prereq.'s required
Psychology	Psychology Research Assistants	as needed	Psychology Research Students/Recommended by Dr. Steve Snyder
Registrar's Office	Registrar's Office Student Assistant	1	No prereq.'s required
Residence Life	Bergwall Hall Desk Worker	as needed	Bergwall Hall Resident
Residence Life	Bergwall Hall PA	8	Bergwall Hall Resident
Residence Life	Breuninger Hall Desk Worker	as needed	Breuninger Hall Resident
Residence Life	Breuninger Hall PA	6	Breuninger Hall Resident
Residence Life	Campbell Hall PA	2	Campbell Hall Resident
Residence Life	English Hall Desk Worker	as needed	English Hall Resident
Residence Life	English Hall PA	9	English Hall Resident
Residence Life	Gerig Hall Desk Worker	as needed	Gerig Hall Resident
Residence Life	Gerig Hall PA	3	Gerig Hall Resident
Residence Life	Olson Hall Desk Worker	as needed	Olson Hall Resident
Residence Life	Olson Hall PA	16	Olson Hall Resident
Residence Life	Discipleship Coordinators	as needed	
Residence Life	Sammy Morris Hall Desk Worker	as needed	Sammy Morris Hall Resident
Residence Life	Sammy Morris Hall PA	12	Sammy Morris Hall Resident
Residence Life	Swallow Robin Hall Desk Worker	as needed	Swallow Robin Hall Resident
Residence Life	Swallow Robin Hall PA	3	Swallow Robin Hall Resident
Residence Life	Wengatz Hall Desk Worker	as needed	Wengatz Hall Resident
Residence Life	Wengatz Hall PA	14	Wengatz Hall Resident
Residence Life	Wolgemuth Hall Student Housekeeper	as needed	Wolgemuth Hall Resident
Residence Life	Wolgemuth Hall Off Campus PA	2	Wolgemuth Hall Relationship
Residence Life	Wolgemuth Hall PA	3	Wolgemuth Hall Resident
Scholarships/TU Grants	Scholarships & Stewardship Student Worker	1	General office skills/abilities
School of Natural and Applied Sciences			
Strategic Giving	Student Worker/Giving	1 student Fall & Spring semesters and 1 student Summer	No prereq.'s required

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Student Development	Student Development Office Assistant	4 to 5 August to May and 1 to 2 June & July	Office experience and Work Study preferred, but not required
Taylor Honors Program	Honors Guild Admissions Liaison	6 to 8	Must be a member of the Honors Guild
Technology and Learning Connection	Tech Xpress Technician	15	Computer/Technical Skills required
Technology and Learning Connection	Helpdesk Technician	5	Computer/Technical Skills required
TSO Taylor Student Organization	Escape to Reality Facilitators	as needed	Job specific training and experience required. Previous experience with ETR Ropes Course or other challenge courses is a plus.
TU Online	TU Online Student Assistant	as needed	Technilogical Aptitude
TU Police Department	TU PD Student Ticketer	2 to 3	No prereq.'s required
TU Police Department	TU PD Student Office Worker	2 to 3	No prereq.'s required
Taylor World Outreach	TWO Student Assistant	4 or 5	Detail oriented, familiarity with Excel spreadsheets, flexibility, ability to multi-task and remain focused, positive attitude, and willingness to learn new tasks.
University Press/University Post Office	University Press Office Assistants	2	No prereq.'s required
University Press/University Post Office	University Press Paper Delivery	1	No prereq.'s required
University Press/University Post Office	University Post Office Student Worker	4	No prereq.'s required
University Press/University Post Office	University Post Office Mail Delivery/Sorting	2	No prereq.'s required
University Provost	University Provost Student Worker	1	Recommended by Provost's Office Staff. Office skills required.
Writing Center	Writing Center Consultants	3 to 6, as needed	Excellent listener and encourager, good writer, open to learning, enjoy and be gifted in helping peers, be good at thinking and assessing very quickly, must have Thursdays 6 - 7 available all year for weekly staff meetings.