

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 Department of Agriculture

Position: WORK STUDY ONLY – Greenhouse Assistant

Qualifications/Duties: Must be a full time student who is reliable, hardworking, self-motivated, and has a green thumb. Duties include day to day operations of fully functional greenhouse (e.g. watering, mowing, trimming, etc.).

Days/Times: 15-20 hours/week. Available: 8/25/2008

Contact: Corey Owens in the Agriculture Department, VIN 223, 942-2029 ext. 285 or Annette Roberts, VIN 212, for an application.

Posted: 8-6-08

Angelo State University Computer Labs

Position: Computer Lab Assistant - Taking applications & interviewing now for fall Semester

Qualifications/Duties: Looking for students who want to develop professionally and to learn new skills. We are looking for employees who are ready to take on new responsibilities and challenges. Since the faculty, staff, and students depend on us to deliver services in a timely manner, we need students that are reliable. We are willing to work around your class schedule which gives you an opportunity to earn money between classes, evenings and weekends. Must be flexible and be willing to work morning and evening and night shifts. To be considered for the position you must be willing and able to work mornings and early afternoon between classes. In order to be hired you must be able to pass criminal background check. Assist customers using computer labs, basic troubleshooting of hardware and software problems, other duties as assigned.

Contact: For an application or more information, visit us online at:

<http://www.angelo.edu/services/technology/stuemployment.html> To apply fill out the application form and availability form linked at the bottom of the page.

Posted: 7-30-08

Angelo State University Carr Scholarship Foundation

POSITION: Student Assistant

QUALIFICATIONS/DUTIES: Will be trained for data entry using specialized data base, job includes proofing, filing, copying, running errands, and other duties as assigned. Assist staff with research and reports. Must be dependable, attentive and able to learn quickly. Knowledge of office equipment, computers, spreadsheets, and database

software a plus. Dress code required. Prior office experience a plus, excellent grades required. Prefer sophomore or junior.
DAYS/TIME: 20 hrs/wk between 8:00 - 5:00 Monday - Friday (job includes summers).
CONTACT: Call 942-2237 to schedule an appointment.
Posted: 7-24-08

Angelo State University Department of Kinesiology

Position: APPROVED WORK STUDY ONLY - Office Assistant

Qualifications/Duties: Must be full time student who is reliable, hardworking and attentive to detail. Position requires filing, faxing, & answering telephones, making copies, running campus errands, organizing & other duties as assigned. Must have computer skills & professional demeanor when answering telephones & dealing with others.

Days/Time: 20 hrs/wk. Will work around schedule, but prefer afternoons. Position Available: 7-23-08.

Contact: Ginger in the Kinesiology Department, CHP 105 942-2173.

Posted: 7-23-08

Angelo State University Office of Human Resources

Position: STUDENT ASSISTANT (Work Study)

Qualification/Duties: Filing personnel and benefits forms, correspondence and related paperwork. Data enter job application information into an Excel spreadsheet. Send email correspondence to job applicants to notify them of application status. Sort and distribute daily mail. Serves as a backup receptionist to answer phones and greet visitors. Makes copies, pulls information, occasional deliveries on an as needed basis. Will perform other office-related duties as requested by staff. Student status at ASU and qualified to work as a work study student. Average proficiency in MS Word, Excel and desktop computers. Ability to sort and file paperwork in alphabetical order. Dependable and responsible for completing assigned tasks on a timely and accurate basis. Ability to organize work and to work with customers in a courteous manner.

Days/Times: Availability: 2007-08 school year. Twenty hours per week, Monday through Friday, 1 PM to 5 PM.

Salary: \$5.85 per hour

Contact: Visit Human Resources (Administration Building, Room 102) to pick up a job application or download the student employment application from

http://www.angelo.edu/dept/human_resources/documents/Application%20for%20Student%20Jobs_2007.pdf.

Posted: 7-22-08

Angelo State University Recreation Department

Position: WORK STUDY ONLY – Facility Supervisor

Qualifications/Duties: Supervise weight room and equipment check-out.

Days/Times: 20 hours per week; 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/documents/urec_application2007.pdf

to print an application and then fax it to 325-942-2563. **To be considered for this position, you must attend the information/interview session on Sunday, August 24, 3:00 p.m., in the CHP gym.**

Posted: 7-22-08

Angelo State University Recreation Department

Position: WORK STUDY ONLY – Intramural Sports/Club Sports Manager

Qualifications/Duties: Supervise intramural and club sport games.

Days/Times: 20 hours per week; 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/documents/urec_application2007.pdf

to print an application and then fax it to 325-942-2563. **To be considered for this position, you must attend the information/interview session on Sunday, August 24, 3:00 p.m., in the CHP gym.**

Posted: 7-22-08

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.

Salary: \$7.25/hour

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/documents/urec_application2007.pdf

to print an application and then fax it to 325-942-2563. **To be considered for this position, you must attend the information/interview session on Sunday, August 24, 3:00 p.m., in the CHP gym.**

Posted: 7-22-08

Angelo State University College of Graduate Studies

Position: Work Study

Qualifications/Duties: General office duties to include: filing, copying, answering the telephone, computer data entry, scanning documents, and collecting mail.

Days/Time: 15-20 hours per week.

Contact: Call the College of Graduate Studies at 942-2169.

Posted: 7-21-08

AMERICA COUNTS

Position: WORK STUDY position

Qualifications/Duties: Math Tutor for S.A. I.S.D. Elementary schools.

Salary: \$7.50 per hour starting.

Contact: Shannon at 942-2246.

Posted: 7-15-08

AMERICA READS---WORK STUDY position

Reading Tutor for S.A. I.S.D. Elementary schools starts at \$7.50 per hour.

Contact: Shannon at 942-2246.

Posted: 7-15-08

Chartwells

Positions: All positions

Days/Times: Flexible. Will work with your school schedule.

Contact: Pick up an application at the snack bar in the University Center or call 942-2124.

Posted: 7-14-08

Angelo State University Facilities Management

Position: Central Plant Helper

Qualifications/Duties: Mechanical skills. Be able to lift 50 pounds. Assists Central Plant Operator. Cleans and paints in Central Plant area. Assist in changing air filters. Performs other duties as required. Must be dependable.

Days/Times: Average 20 hours a week 8-5. Flexible hours

Salary: \$6.75 hour

Contact: Applications may be picked up at the Facilities Management Office 1635 Vanderventer. Applications will be review prior to scheduling interviews. For questions contact Paul Pillsbury, Associate Directory for Mechanical Services 942-2355 ext 228.

Posted: 7-14-08

Angelo State University Residential Programs Office

Position: Student Assistant

Qualifications/Duties: Necessary Skills - 2.25 Cumulative GPA; Preference given to students who live on campus and who have lived on campus for 2 semesters; Must be available to work summers and Saturdays for SOAR and Discover ASU events and Ability to operate a personal computer and perform basic word processing and data entry tasks. Great organization skills and be detail oriented; Excellent communication skills, a pleasant disposition and a positive attitude! Experience providing excellent customer service; Reliable and punctual and Trustworthy & ability to respect the confidential nature of the information we work with.

Salary: \$7.36 hr. Approximately 20 hours per week. We will work around your class schedule. Hours are generally Mon-Fri between 8:00a.m. - 5:00p.m.

Contact: Applications may be found on our web page at

http://www.angelo.edu/dept/residence_life/employment.html#office. For more information or to apply: Contact the Residential Programs Office in Hardeman 200.

Phone: 942-2035 e-mail: housing@angelo.edu

Posted: 7-14-08

Angelo State University Office of Admissions

Position: Student Assistant Work Study Position

Qualifications/Duties: Seeking a student who is reliable, hard working and attentive to detail. Position requires imagining, indexing, filing, answering telephones, assisting with campus tours and other duties as assigned. Excellent customer service and communication skills required.

Days/Times: Flexible, 20hrs/week, Monday-Friday 8:00 am to 5:00 pm, with some Saturdays required. Ability to work summer and in between semesters preferred.

Contact: Applications can be obtained and submitted along with a letter of interest and a copy of your financial aid award letter in the Office of Admissions, located in the Hardeman building room 101.

Posted: 7-14-08

Angelo State University Division of Continuing Studies

Position: Kids' Kollege Assistant - WORK STUDY REQUIRED

Qualifications/Duties: Experience with Microsoft Word and Excel; excellent customer service skills and telephone etiquette; and qualified to drive a University vehicle. Escort participants from one class to another, both on and off-campus; conduct weekly class evaluations; prepare instructional materials; assist with room set-ups; run errands and make deliveries, both on and off-campus; maintain files; post flyers around campus; help prepare mailings; maintain inventory of supplies; and call participants for course feedback.

Days/Times: Twenty hours per week, Monday through Friday, mostly in the afternoon.

Contact: Marilyn Allums, 942-2339, or come by The Herrington House, 2602 West Avenue N to complete an application.

Posted: 6-3-08

Angelo State University Art & Music Department

Position: OFFICE STUDENT WORKER Starts Fall 2008

Qualifications/Duties: Full knowledge of MS Word, Excel and Publisher. Maintain all student and departmental concert programs; Daily mail run; Knowledge of fax and copy machine; Answering telephone and general office duties; Filing and Organization and dissemination of departmental recruiting & concert information packets.

Days/Times: Able to work 15-20hrs/week preferably afternoons.

Contact: Jaxine Boling at 942-2085 or come by Carr 138.

Posted: 5-5-08

Angelo State University Recreation and Intramurals

Position: Aerobics Instructor

Qualifications/Duties: Conduct aerobics classes. Certified from any accredited aerobics organization; 1 year experience preferred.

Days/Times: 1 to 5 hours per week.

Contact: UREC Office at 942-2034; Applications can be obtained and submitted in the Center for Human Performance, Room 121.

Posted: 5-5-08

Angelo State University Office of Supplemental Instruction

Position: SI Leaders

Qualifications/Duties: Leaders in **ACCT 2301/2302**: Principles of Accounting I and II; **CHEM 1411/1412**: General Chemistry I and II and **MATH 1302**: College Algebra.

Requires a 3.0 GPA minimum; Grade of B or better in selected course and be a 2nd semester sophomore or higher. You must have 1 year at ASU; have faculty recommendations and a completed application packet. Have a successful interview and be able to complete a 2-day SI Leader Training & Orientation.

Days/Times: Flexible hours: 15 hrs/wk

Salary: \$9.00/hr

Contact: If you're interested, call or visit: CENTER FOR ACADEMIC EXCELLENCE Office of Supplemental Instruction - Library (A 312) Third Floor – (325) 942-2710/ext. 387; sara.weertz@angelo.edu; www.angelo.edu/dept/si.

Posted: 5-1-08

Angelo State University Special Events Facilities/Services Office

Position: Student Workers

Qualifications/Duties: Looking for dependable, flexible and detailed oriented individuals. Our department is the event management center of the university. Work entails setting up tables, chairs, stages, and audio/visual equipment for meetings, banquets, seminars and concerts among other various types of events taking place on the main ASU campus, Junell Center/Stephens Arena, ASU Lakehouse & S.A.Y – ASU Baseball Complex. Job site maintenance and cleaning is an integral part of the job. Some heavy lifting is possible. You do not have to be enrolled in summer courses, but you must be enrolled for 12 semester hours minimum for the fall semester.

Days/Times: Work at least 15hrs/wk but possible 25hrs/wk. Guaranteed work this summer from May 30th - 1st week of August.

Salary: \$5.85/hr

Contact: Complete and submit your application online at www.angelo.edu/forms/pdf/studasappUC.pdf or follow these links from the ASU homepage: Facilities – Special Events – Student Employment.

Posted: 4-24-08

Angelo State University Department of Kinesiology

Position: Teaching Assistantships

Qualifications/Duties: The Angelo State University Department of Kinesiology is accepting applications for teaching assistantships (TA's) available beginning in August of 2008. These assistantships are nine-month appointments and are renewable for an additional nine-month period at the beginning of the second academic year. These positions open to outstanding students interested in teaching undergraduate physical activity courses while earning a Master of Science Degree in Kinesiology. Regular graduate admission standards must be met in order to receive an assistantship.

Contact: Dr. Doyle D. Carter Department Head and Graduate Coordinator, Angelo State University - Department of Kinesiology at 324-942-2173, ext 223 or doyle.carter@angelo.edu.

Posted: 4-17-08

Angelo State University Department of Kinesiology

Position: Graduate Assistantships

Qualifications/Duties: The Angelo State University Department of Kinesiology is accepting applications for graduate assistantships (GA's) available beginning in August of 2008. These assistantships are nine-month appointments and are renewable for an additional nine-month period at the beginning of the second academic year. These positions open to outstanding students seeking to assist the graduate faculty with research and/or other departmental functions while earning a Master of Science Degree in Kinesiology. Regular graduate admission standards must be met in order to receive an assistantship.

Contact: Dr. Doyle D. Carter Department Head and Graduate Coordinator, Angelo State University - Department of Kinesiology at 324-942-2173, ext 223 or doyle.carter@angelo.edu.

Posted: 4-17-08

Angelo State University Information Technology

Position: Desktop Support Technician

Qualifications/Duties: Each desktop support technician is responsible for performing the work assigned to him/her by supervising authorities in an efficient and productive manner. Each technician is assigned to a team that is overseen by a desktop technician team lead. Be able to work in a team environment; Be able to communicate with end-users in a professional, courteous manner; Be able to lift up to 50 pounds and be able to perform your job duties in timely/professional manner.

Duties and Responsibilities

A. Work Order Assignments

- Performs work duties as assigned by the team lead and/or management
- Reviews work orders & updates work status on regular intervals (ie daily) as set by management

B. Customer Service

- Works with faculty/staff to help resolve problems with computers in a respectful manner.

Contact: Come by Rassman Room # 120 and fill out an application. Please do not fill out the application that is online.

Posted: 2-27-08

Angelo State University Developmental Mathematics Lab

Position: Laboratory Assistant – Taking applications for future semesters.

Qualifications/Duties: Successful completion of College Algebra; strong communication skills and ability to explain elementary mathematical concepts to students who are enrolled in the Developmental Program; must be dependable and punctual.

Days/Times: The lab is open from 1:00-4:00 Monday through Friday. We prefer students who can work every afternoon, but we will consider students for partial shifts.

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

Posted: 2-14-08

Angelo State University Afternoon Mathematics Lab

Position: Laboratory Assistant – Taking applications for future semesters.

Qualifications/Duties: Successful completion of Calculus II; 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.

Days/Times: The lab is open from 2:00-5:00 Monday through Thursday and from 2:00-4:00 on Friday. We prefer students who can work every afternoon, but we will consider students for partial shifts.

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

Posted: 2-14-08

Angelo State University Evening Mathematics Lab

Position: Laboratory Assistant – Taking applications for future semesters.

Qualifications/Duties: Successful completion of Calculus II; 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.

Days/Times: The lab is open from 6-8 p.m. Monday through Thursday. We prefer students who can work every evening, but we will consider students for partial shifts.

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

Posted: 2-14-08

CHILD CARE

Mosaic Redwine Childcare Center

Position: Childcare Aid

Qualifications/Duties: Must be able to manage an integrated classroom. Maintain children's activities & follow academic schedules. Good communication skills with parents & co-workers. Must be at least 18yrs of age and have a high school diploma or equivalent. Prefer a CDA or some development courses.

Contact: Please send resume or application to Linda Scott, Childcare Director 5191 S. Bryant San Angelo, TX 76904 or to Linda.Scott@mosaicinfo.org.

Posted: 8-7-08

Childcare needed for two children

Qualifications/Duties: Family near ASU seeks active, responsible person to sit with boy and girl, ages 10 and 8. Must have vehicle and excellent driving record. References required.

Days/Times: Immediate help needed until school starts from 8-5 Monday- Friday. Once school begins, hours change to 3-6 Monday-Friday.

Salary: \$7.00/hr plus gas and entertainment

Contact: Call 947-8149 after 6 pm.

Posted: 8-7-08

Trinity Lutheran

Position: Afternoon Care Givers & Aides, and Morning Teacher

Qualifications/Duties: Experience preferred but not required. Good job for Education majors.

Days/Times: 1:30pm – 5:30pm Monday – Friday.

Contact: Apply in person at 3516 YMCA Dr.

Posted: 8-5-08

Afterschool Care

Qualifications/Duties: Mature and responsible person to look after 9 year old daughter (3rd grade). Must be prompt, have reliable transportation and good driving record, and have cell phone. Duties include picking up child from elementary campus (close to ASU); driving to & supervising after-school activities; preparing snacks; supervising homework. Three references are required.

Days/Times: Monday – Friday 3:00 p.m. – 5:30 p.m. with one day off per week. All federal and SAISD holidays off. Starting Monday, Aug. 25th.

Contact: Call Pam Stevens @ 325-315-1715 to request interview.

Posted: 8-1-08

Childcare needed for energetic 6 year old

Qualifications/Duties: Person must be very energetic, willing to play, very responsible, able to pass a background check

Days/Times: 8/6-8/11 (with small possibility of other dates).

Contact: Call 374-5428 and leave message.

Posted: 7-31-08

Care for three children after school

Qualifications/Duties: Children's info: 9y/o (4th grade) and twin 4y/o (Pre-K). Christian person with own, reliable transportation. References required as well. Prefer someone who will be able to work for us through the academic school year (both semesters). Will need to pick-up children from school at 3:15pm, bring home and help with homework.

Days/Times: M-F 3pm-6pm. Job starts Wednesday, August 13th.

Salary: \$105/week.

Contact: Call and leave message for Sarah at 325-212-8242.

Posted: 7-30-08

Childcare Needed

Position: Babysitter

Qualifications/Duties: Need reliable person to pickup 10 year old, take home and help with homework.

Days/Times: Monday-Wednesday 3:30-5:30, To start August 18-October 29

Salary: \$45.00 per week

Contact: Please call 245-3832

Posted: 7-23-08

Child Care (ages 8 and 10)

Qualifications/Duties: Looking for responsible, caring individual with good driving record to care for my 2 children. Responsibilities include picking them up from Bowie Elementary and caring for them in our home, and assisting with homework.

Days/Times: 2:45pm – 5:15 M-Th.

Contact: Email or call Monica at j_mtorres@suddenlink.net /277-7145.

Posted: 7-21-08

San Angelo YMCA - Child Care Department

Position: Counselors and Substitute Counselors.

Qualifications/Duties: Prefer Education or Kinesiology majors, though anyone with a passion for working with children, & a willingness to bring creativity, dedication & initiative to the program is encouraged to apply. This is a hands on, active position – candidates must be willing to play, create, & have fun, while still being an authority figure. Program provides after school care in local elementary schools for children in grades K-5. We maintain a ratio of 1:15, with at least 2 staff present. Staff assist children with homework, play games, lead crafts and other activities. Licensed by the State of Texas; staff must pass Criminal History and FBI Fingerprint background check.

Days/Times: Staff works 2:30-6:00 pm Monday – Friday. Substitutes can expect to work 2-3 days per week.

Salary: \$6.00/hour.

Contact: Apply in person at 353 S Randolph San Angelo, TX 76903.

Posted: 7-21-08

Kidz Are Us Learning Center

Position: Float teaching positions

Qualifications/Duties: Caring for children range in age 18mths-5 yrs.
Days/Times: Hours vary.
Contact: Apply in person 4424 Blue Ridge Trail. 944-2900
Posted: 7-21-08

Nanny Needed

Position: Nanny for 2 girls ages 1 and 3
Qualifications/Duties: Looking for a very responsible, reliable and outgoing person to care for 2 small children in my home. Will be required to transport children to various activities, so vehicle is needed. Must be able to pass criminal background check and references are required.
Days/Times: Monday-Friday
Salary: Great Pay!
Contact: Amy at 944-9813 and leave a message.
Posted: 7-21-08

Southland Baptist Church

Position: Nursery Help (4 positions available)
Qualifications/Duties: Must love children. Background and Reference Check Required.
Days/Times: 9-12 a.m. Sundays, and Wednesday Evenings TBA
Salary: \$7.75/hr
Contact: Call Stephanie Lee @ (325) 944-9413
Posted: 7-17-08

OFFICE HELP/CLERICAL/CASHIER

Local Law Office

Position: Filing Clerk
Qualifications/Duties: Duties include but are not limited to: filing, faxing, answering telephones, making copies, running errands, organizing and other duties as assigned.
Days/Times: Will work around schedule but prefer afternoons.
Contact: Fax Cover Letter with Resume to 325-482-8064. Fax Only Please.
Posted: 8-4-08

GM&A

Position: Administrative Assistant
Qualifications/Duties: Responsible for administrative support functions. Proficient in MS Office 2007; Strong organization and communication skills; Typing minimum 45 WPM and Basic office skills.
Days/Times: Afternoons M-F - 1-5 preferred
Salary: Competitive salary
Contact: Send resume to lross@gma-usa.com or fax 325-224-3326.
Posted: 8-4-08

Shannon Medical Center

Position: Restorative Aide
Duties/Qualifications: Ability to read, write, & speak English & to perform basic patient care tasks. Certificate of completion required for Restorative Nursing Education Classes.

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: 8-4-08

Shannon Medical Center

Position: Unit Secretary

Qualifications/Duties: One year of clerical experience which included operation of an online computer terminal. Possession of CPR certification is required within 90 days of employment for some positions.

Contact: You may apply for a position at the website, www.shannonhealth.com. If you have any questions, please call 657-5243.

Posted: 8-4-08

Shannon Medical Center

Position: Patient Access Representative (3 Positions)

Qualifications/Duties: Six months of admitting, patient registration, hospital or closely related experience. All prospective employees are required to take and pass alcohol/drug tests before final job offers are made.

Contact: You may apply for a position at the website, www.shannonhealth.com. If you have any questions, please call 657-5243.

Posted: 8-4-08

1st Community FCU

Position: Teller

Qualifications/Duties: Successful applicants will be outgoing and friendly. They must possess excellent people skills, cash-handling, 10-key & computer abilities. Benefits.

Position hours: M-F; 1:15 – 6:15 pm; rotating Saturday mornings 7:15am-1:15pm

Salary: \$7.90 per hour + incentives.

Contact: Applications accepted at 3505 Wildewood, San Angelo, 76904.

Posted: 8-1-08

Gandy Ink Screen Print & Embroidery

Position: Administrative Assistant

Qualifications/Duties: Assistant to Human Resources Manager and Marketing Manager, basic data entry, good computer skills, personable and friendly, professional, ability to multi task and work well with others.

Days/Times: Must be available 25-30 hours/week between the hours of 8:30-5:30, Monday-Friday; flexible.

Salary: \$8-\$9/hour

Contact: Ashley at 949-7864 or at achandler@gandyink.com

Posted: 7-30-08

Private Practice

Position: RECEPTIONIST

Qualifications/Duties: Communication & organizational skills a must. Computer skills required.

Contact: Send resume to: WTCA, 133 W Concho Ave Suite 108, San Angelo TX 76903.
No phone calls please.
Posted: 7-30-08

Livestock Weekly

Qualifications/Duties: Position is working in the mailing room.
Days/Times: Wednesday evenings from 5 p.m. until 9 p.m.
Salary: \$10.00 per hour with 4 hours guaranteed per week. Typical biweekly pay check is \$73 net of taxes.
Contact: Come by 2601 Sherwood Way (corner of Campus and Sherwood Way) and fill out an application.
Posted: 7-28-08

San Angelo Inn & Conference Center

Position: Guest Service Agent
Qualifications/Duties: Responsible for assisting guests being attentive, courteous and efficient during check-in, throughout the stay and at checkout, while maximizing room revenue and occupancy. Guest Service Agents also take reservations and direct calls. Must have High school diploma or equivalent required; Computer experience preferred; Flexible and long hours sometimes required; Ability to stand during entire shift; Must maintain composure under pressure and be outgoing and motivated. Able to make decisions and work independently; Professional appearance and friendly personality and have a Valid driver's license.
Days/Times: All shifts available
Contact: Apply in person at 441 Rio Concho Dr. No phone calls.
Posted: 7-24-08

Shannon Clinic

Position: Worker's Compensation Clerk
Qualifications/Duties: General Clerical duties. Contacts employers and insurance companies to verify Workers' Compensation insurance coverage on specific patients; secures necessary information including date of injury and insurance company claims department address. Prepares initial injury reports. Answers telephone calls in a professional, service-oriented manner; answers questions, and provides information. Maintains patient, financial, and medical information in a confidential manner. Maintains office files in accordance with established procedures.
Hours: Monday-Friday, 20 hours 1 PM- 5 PM
Contact: Apply online at www.shannonhealth.com or at 120 E. Beaugard.
Posted: 7-16-08

Shannon Clinic

Position: Collection Clerk
Qualifications/Duties: Performs clerical tasks of moderate difficulty related to the review and maintenance of commercial insurance accounts. Reviews computer printouts of patients with open commercial insurance accounts to identify pending claims. Files or refiles commercial insurance claims with primary or secondary carriers, as appropriate. Transfers charges to personal accounts after insurance payments are received. Operates computer keyboard to conduct inquiries, input data, or make corrections to data in records. Posts notes to automated records to document actions taken on accounts.

Answers telephone and provide information, takes messages, or routes calls in a professional, service-oriented matter. Operates a variety of general office equipment including typewriters, calculators, facsimile machines, and photocopiers. Maintains patient account and insurance information in a confidential manner.

Hours: Monday-Friday, 20 hours 3PM-7PM

Contact: Apply online at www.shannonhealth.com or at 120 E. Beauregard.

Posted: 7-16-08

COMPUTER AND TECHNICAL

Express Rent to Own

Position: Computer Technician

Qualifications/Duties: Must have basic computer skills. Duties include cleaning/restoring systems, debugging virus infected computer and other duties as assigned.

Contact: Apply in person at 2004 N. Bryant Blvd.

Posted: 8-7-08

Computer Teacher

Qualification/Duties: Needing someone to teach him how to use his computer.

Contact: Call Antonio at 653-6030 or 656-4801.

Posted: 7-31-08

Configuration Management Representative

Qualifications/Duties: Responsible for capturing & documenting configuration details for all equipment, cabinets and facilities aspects of the data center environment.

Responsible for cabinet elevation diagrams for data center environment. Responsible for asset tracking and tagging of all data center equipment. Will interface with technical and facilities teams to capture and document data center environment to include technical specifications and facilities power to cabinets. Will be required to report daily and weekly status to direct supervisors. Other job duties as assigned. Junior-Senior College level student; Familiar with Microsoft Visio and Excel; Familiar with server, network and mainframe environments and Remedy Asset Management experience a plus.

Days/Times: Job functions will occur between the hours of 8:00 am – 6:00 pm; Monday-Friday. Contract part-time position working 20-30 hours a week. The position may be extended depending on candidate & contract requirements. Employment is contingent on acquiring security clearance. Position is located on the Angelo State University Campus.

Contact: Send resume to: Robert.Garcia@unisys.com

Posted: 7-18-08

FOOD SERVICES

Mosaic Redwine Childcare Center

Position: Daycare Cook

Qualifications/Duties: Prepares assigned food items according to menu & schedule for approximately 120 individuals. Maintains a clean environment. Monitors & records food temperatures to ensure food is safe. Monitors applicable dietary changes to ensure

accuracy of meals served. Must have high school diploma or equivalent. Minimum of 6 months experience in "quality food" preparation.

Contact: Please send resume or application to Linda Scott, Manager 5191 S. Bryant San Angelo, TX 76904 or to Linda.Scott@mosaicinfo.org.

Posted: 8-7-08

Goodfellow AFB Main Store

Position: Food SVC Worker (2Positions)

Qualifications/Duties: Under designated supervision, prepares & serves a limited variety of simple foods that requires very limited & minimal cooking skills. Takes & fills customers orders, totals items on register, takes money, and makes change. Operates & cleans/sanitizes kitchen equipment in a situation where set procedures are followed.

Assists other crew members in providing interior/exterior facility sanitation, as required.

Frequently lifts objects weighing up to 45lbs; constant standing & walking. Contact:

Apply on-line at www.aafes.com. Closes Aug 10.

Posted: 8-6-08

Shannon Medical Center

Position: Food Service Worker

Duties/Qualifications: food service experience is preferred.

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: 8-4-08

San Angelo Independent School District

Position: Concession Runner/Part-time/Seasonal

Qualifications/Duties: Must be 16 years of age or older; ability to follow verbal instructions; ability to lift up to 30 pounds; position requires excellent physical stamina and excessive walking on inclined walkways, such as football stadiums. Transfer products from main concession areas at San Angelo Stadium to other concession outlets within the stadium; assist with concession inventory and restocking of supplies.

Days/Times: Must be available primarily in the evenings on Fridays and Saturdays.

Salary: Salary is based on district schedule. This is a part-time, seasonal position, \$8.20/hr.

Contact: Human Resources Office - (325) 947-3838, Ext. 173; Fax (325) 947-3771

To be considered, all applicants (current employees and new applicants) should submit

This information: a complete application and letter of interest. Applicants will be screened, and personal interviews extended by invitation only to persons who appear to most closely meet the qualifications. All personnel of the San Angelo Independent School District shall be employed without regard to race, color, national origin, age, religion, gender, disability, or any other legally protected status.

Posted: 7-24-08

Fuentes Café

Position: Wait Staff Needed

Qualifications/Duties: Restaurant experience and TABC certification is preferred, but not required.

Days/Times: Looking for people for both shifts: 11:00-2:00 and 5:00-close. Weekends are required. Sunday hours are 9:00-2:00.

Contact: Apply in person between the hours of 2:00-5:00 at 101 S. Chadbourne.

Posted: 7-23-08

River Valley Café

Position: Cashier; Food Servers; Cooks

Qualifications/Duties:

Cashier: handling money, taking to go orders, greeting customers; previous experience preferred.

Server: Writing food orders, providing drinks, bringing food to customers, & Customer service.

Cooks: Previous experience preferred; will train

Days/Times: Open: Monday through Wednesday 11am-3pm and Thursday – Saturday 11am-10pm.

Contact: Apply in person at 20 W. Beauregard.

Posted: 7-22-08

Institute of Cognitive Development, Inc.

Position: Facility Operations Assistant

Qualifications/Duties: Ability to work with minimal supervision; Outstanding organizational skills; Ability to present a positive, professional image to clients, staff, vendors, and public; Ability to work in a stressful environment and maintain a positive and professional attitude; Ability to Multi-Task; Ability to accept constructive criticism and redirection from supervisors; Excellent communication skills; Problem Solving & Crisis Intervention Skills. Must have a High School Diploma or GED, Must be 21 or older to drive company vehicles, have a good driving record and pass a back ground check. Must be able to sit for long periods of time; Able to walk & stand for long periods of time; Able to bend and lift 30 lbs; Able to climb stairs and able to operate a vehicle

Days/Times: Saturday 12a-12p, Sunday 12a-12p & PRN. 24hrs/wk

Salary: \$8.50 per hour

Contact: Alisa Thomas by phone or email to obtain an ICD application. You must submit the completed application and resume per her instruction. Phone: 658-8631 or

Email: alisa.thomas@icdbridges.org

Posted: 7-21-08

MISCELLANEOUS

First Presbyterian Church

Position: Youth Intern

Qualifications/Duties: Must enjoy working with teens and have a strong faith.

Days/Times: Appx. 15 hours a week working with youth 6th-12th grade.

Salary: Wages are very competitive.

Contact: Call Kent Jasperse for more information at 325 655-5694.

Posted: 8-7-08

Agency Contact Representative

Qualifications/Duties: Needing a mature, reliable, helpful, friendly, professional, positive person to help us in busy insurance office. Need to possess computer, communication and customer service skills. We will provide all training and a professional workplace. This position supports sales goals of the agency or specialist department through telephone solicitation and scheduling appointments. Job task and responsibilities include: setting a minimum of 3 appointments per day, make 40 dials per hour using scripts provided by agent. Agent or office manager determines the focus of the calls. Calls include: warm calls, x-dating, scheduling annual reviews, setting appointments, confirming appointments. Records all appointments on the producer calendar/schedule, client profile notes and an appointment sheet. Retain copies of the appointment sheet for the ACR and office manager.

Days/Times: Mon-Thurs, 2pm to 7pm. Permanent position with growth potential.

Salary: \$8/hour plus bonuses.

Contact: Please call 325-227-9841

Posted: 8-7-08

Texana Security, LLC, San Angelo Security

Qualifications/Duties: Must be at least 18 years old with a High school diploma or equivalent. Telephone work and/or call center and alarm experience desired. Excellent customer service skills; professional attitude; attention to detail; ability to work well with others. Must be able to pass background investigation conducted by Texas DPS Private Security Bureau as well as pre-employment drug screen. Respond to residential and commercial alarm signals via computer based on established company policies and procedures. If applicable, notify appropriate emergency response personnel. Interact with customers, customers' emergency contacts and emergency personnel in responding to residential and/or business alarm signals. Paid holidays and personal time off; Company-sponsored medical insurance; and Retirement plan with matching contributions.

Days/Times: All shifts are available as well as week-end positions.

Salary: Starting is \$9.00 per hour.

Contact: Apply preferably in person at 1013 W Beauregard and fill out an application or you can send an email to spencer@texanasecurity.com.

Posted: 8-7-08

C.S.I.

Position: Warehouse Help

Days/Times: Hours of operation are 7:00 am to 6:00 pm. Will work with your schedule.

Contact: Apply in person at 4102 Sherwood Way San Angelo, Texas 76904. No phone calls.

Posted: 8-5-08

Jewelry Expressions

Qualifications/Duties: Previous sales experience a big plus. Greet customers; show merchandise; receive repairs; handle register; and learn how to remove watch links and replace batteries. Must be able to pass background check and be willing to work.

Serious inquires only.

Days/Times: Flexible hours

Salary: Depends on experience.

Contact: Bring resume to 2009 Knickerbocker. No phone calls.

Posted: 8-4-08

Enterprise Rent-A-Car

Position: PT Car Prep

Qualifications/Duties: Looking for motivated & dependable self-starters for its part-time car prep positions. Cleaning vehicles inside & out as well as performing minor maintenance. Applicants must have a valid driver's license, at least two years of driving experience and an excellent driving record. If you are under the age of 21 you must be a full time student with at least 12 credit hours. We provide flexible hours, a fun team atmosphere and a chance to earn paid time off.

Days/Times: Hours per Week: 20-30 Start Date: 8/1/2008 to 12/31/08

Salary: \$8.00/hour

Contact: Apply online at www.enterprise.com.

Posted: 8-4-08

Shannon Medical Center

Positions:

1. Labor & Delivery Tech- Ability to read, write & speak English. CPR certification within 90 days of employment.
2. Monitor Tech – 1 yr. of clerical exp. which included operation of an online computer terminal. Possession of basic EKG & CPR certification is required within 90 of employment.
3. Nurse Tech – Must have completed Fundamentals of Nursing & Nursing in Health & Illness, or the equivalent. CPR certification required with 90 of employment.
4. Unit Secretary/Nursing Assistant – 1 yr of clerical experience which included operation of an online computer terminal. Ability to perform basic patient care tasks. Possession of basic EKG & CPR certification is required within 90 of employment.

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: 8-4-08

Pecos St. Laundry & Car Wash

Position: Laundry & Car Wash Attendant

Qualifications/Duties: Cleaning the laundry to include restrooms, emptying trash, sweeping & mopping floors, wiping down all machines & checking for gum, ink, etc. Take in drop off laundry & distribute drop off laundry back to customers. Monitor laundry for unruly behavior. Help customers by opening doors, carrying laundry, etc. Emptying trash, wiping down stainless steel fronts, picking up trash, ability to wash down or clean bays if needed. You need reliable transportation, punctual, ability to work unsupervised, cash handling experience or ability to learn.

Days/Times: Tuesday, Wednesday, & Thursday from 2:30pm to 9:00pm. Must work one weekend per month.

Contact: Call Sherrly Lewis at 325-763-8240 between 9am and 5pm Mon. – Fri. Leave message if no answer.

Posted: 8-4-08

Shannon Medical Center

Position: Environmental Service Aide (Housekeeping) – 3 Positions

Qualifications/Duties: High school diploma or equivalent preferred. Housekeeping experience preferred. Ability to learn the job responsibilities. Floor finishers require ability to operate heavy equipment.

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: 8-4-08

City of San Angelo

Positions:

1. *Recreation Assistant – Recreation* – 2 openings - Develop, organize & 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 & closing the building as necessary, enforcing center rules & safety precautions; maintaining inventory of recreation supplies; set up chairs, tables & various recreation equipment as needed, keeping accurate records of participants in programs. Be able to lift 80lbs. 20hrs/wk, hours will vary, Mon. – Fri., 4:00pm – 8:00pm, weekends & holidays as needed. \$7/hr.

2. *School Safety Guard* – 3 openings – Substitute for school crossing guard. Control & direct children safely through crosswalks. Observes traffic, maintains time & attendance sheets. No convictions involving moral turpitude. On-call position. Mon. – Fri. 7:00am to 8:15am &/or 2:45pm to 4:00pm. - \$6.80/hr

3. *Community Service Worker* – Municipal Court – Clean & paint over graffiti from fences, concrete, buildings and other surfaces as assigned & other related duties. Must be able to drive a ¾ ton pickup, pull & back a 16' trailer, use a pressure washer, paint, and scrape surfaces. Must be able to bend, stoop, climb ladders & lift material &/or equipment weighing 100lbs. Must have a valid operator's license with good driving record. 20hrs/wk and work schedule will be assigned. - \$8,153/YR.

4. *Office Assistant* – Answering incoming calls, greeting public, selling tickets through the City's electronic ticketing system & generating ticket reports as needed; transcribing minutes from meetings; assisting in maintenance of the department's filing system and of dept records, forms, files & publications. Distributes office correspondence by mail, fax, email, or other means & maintains appointment & meeting schedules & coordinates meetings as required. Assists the Civic Events Manager, the Business & finance Analyst, and Assistant as required. Performs other duties as deemed necessary. Must be able to type 40WPM & have valid operator's license with good driving record. Prefer someone with two years of secretarial experience involving typing & dictation or equivalent combination of education & experience. Must be able to lift materials weighing 10-15lbs. 20hrs/wk, 9:30am – 1:30pm, Mon. – Fri. - \$8.23/hr

Contact: Applications must be submitted by deadline date. Fax. 325-657-4530 Job line.

325-657-4515 Internet. www.sanangelotexas.us E.mail. hr@sanangelotexas.us

Posted: 8-1-08

Tom Green County

Position: LVN or Medical Assistant - Jail

Salary: Up to \$14.00/hr

Contact: More information & application: <http://www.co.tom-green.tx.us>. Mail or deliver application to Human Resources Dept. 124 W. Beauregard (2nd Floor) San Angelo, TX 76903.

Posted: 8-1-08

Tom Green County

Position: Juvenile Detention Officer I (PT/T)

Salary: \$7.50/hr

Contact: More information & application: <http://www.co.tom-green.tx.us>. Mail or deliver application to Human Resources Dept. 124 W. Beauregard (2nd Floor) San Angelo, TX 76903.

Posted: 8-1-08

Sears, Roebuck and Company

Positions:

Automotive Sales, Hours/days flexible, Base Pay plus commission, open until filled.

Cashier, 3 positions available, Hours/Week: Flexible, competitive salary.

Consultative Sales Associate, 6 positions available, Hours/days flexible

Receiving Merchandise Pickup, 3 positions available, Hours/days flexible, Competitive salary.

Days/Times: Minimum one weekend day per week.

Contact: Apply in person at 4000 Sunset Mall or on-line at www.searsholding.com/careers/retail.sears.htm.

Posted: 8-1-08

Curves

Position: Personal Trainer

Qualifications/Duties: No experience necessary. Must be outgoing & have high energy.

Days/Times: Mornings – Monday through Friday.

Contact: Call Rachel at 212-0295.

Posted: 7-31-08

Texas AgriLife Research - Texas A&M System, San Angelo

Position: Part-time student worker, sheep and goat management

Qualifications/Duties: Research animal care and general ranch work, including feeding livestock (sheep & goats), record keeping, handling livestock, spraying brush, and other duties as required. Applicants must be 18 years old or older. A valid driver's license is required. Applicants must have good oral and written communication skills. Position requires ability to lift 85 lbs. Must be able to physically control mature rams and goats. Position frequently requires weekend work.

Days/Times: Flexible with class schedule. Expectations are that this person will work 15 to 20 hrs/wk.

Contact: Application form: <http://agservices.tamu.edu/Forms/AG-457.pdf>

Submit application in person to: Dr. Dan Waldron, Texas AgriLife Research, 7887 US Highway 87 N, San Angelo, TX 76901. Contact Dr. Dan Waldron: d-waldron@tamu.edu for additional information.

Posted: 7-31-08

Cheerleading Instructors

Qualifications/Duties: Must have had previous cheerleading or drill team experience.
Days/Times: 2:45pm to 5:00pm on Monday through Thursday.
Contact: Call 655-1045 or send email to supersquads@suddenlink.net.
Posted: 7-29-08

Youth Advocate Programs, Inc.

Position: Advocate

Qualifications/Duties: Must Be At Least 21 Years of Age, Have Reliable Transportation, Auto Insurance, Experience Working With Youth, Bilingual Preferred. May be eligible for ASU Internship. Initiate, organize, plan, develop and implement direct advocacy services to assigned clients and their families. All service plans will be based on a strength-based approach using the wrap around model.

Days/Times: Flexible hours

Salary: \$9.00/hr

Contact: Call Rebecca Gutierrez at (325) 658-5599 or send email to rgutierrez@yapinc.org.

Posted: 7-29-08

San Angelo County Club

Position: Outside Service Staff

Days/Times: 20hrs/wk.

Salary: Min. wage plus tips.

Contact: Call 651-7395 or apply in person at 1609 Country Club Road at the golf shop.

Posted: 7-29-08

San Angelo ISD

Position: Concession Runner

Qualifications/Duties: Must be 16 years of age or older; ability to follow verbal instructions; ability to lift up to 30 lbs; requires excellent physical stamina & excessive walking on inclined walkways, such as football stadiums. Transfer products from main concession areas at stadium to other concession outlets within the stadium; assist with concession inventory & restocking of supplies; must be available primarily in the evening on Fridays & Saturdays.

Days/Times: Seasonal position.

Salary: \$8.20/hr.

Contact: Call Human Resource office at (325) 947-3838, Ext. 173.

Posted: 7-28-08

San Angelo Inn & Conference Center

Position: Laundry Attendant

Qualifications/Duties: Wash, dry and fold laundry for housekeepers. Stock shelves with linens and towels after folded. Clean, straighten and organize laundry room. Must be able to stand for entire shift and able to handle laundry room heat for long periods of time. Must be able to bend, twist and stoop repeatedly. Some lifting required and repetitive motions.

Days/Times: All shifts available

Contact: Apply in person at 441 Rio Concho Dr. No phone calls.

Posted: 7-24-08

San Angelo Inn & Conference Center

Position: Housekeeping Inspector

Qualifications/Duties: Inspect rooms when housekeepers have completed tasks. Inspect public areas. High school diploma or equivalent required and attention to detail a must. Friendly, professional attitude with guests and staff. Ability to communicate effectively with guests and staff. Able to relay information in a positive and professional manner. Able to track information and identify repeated errors. Ability to make suggestions on needed improvements & ways to improve processes to make them more efficient.

Days/Times: All shifts available

Contact: Apply in person at 441 Rio Concho Dr. No phone calls.

Posted: 7-24-08

San Angelo Inn & Conference Center

Position: Maintenance

Qualifications/Duties: General maintenance in and around hotel. Attending to guest and staff needs to maintain rooms and public areas to high standards. Dependability and valid driver's license required. General maintenance experience preferred. General knowledge of the use of tools. Ability to communicate effectively. Must listen effectively and follow instructions as given. Attention to detail a must. Able to work well in high pressure situations while maintaining a professional attitude. Flexible and long hours sometimes required.

Days/Times: All shifts available

Contact: Apply in person at 441 Rio Concho Dr. No phone calls.

Posted: 7-24-08

San Angelo Inn & Conference Center

Position: Housekeeper

Qualifications/Duties: Responsible for maintaining cleanliness of guest rooms during stay and after checkout. Other cleaning duties as assigned. 3 to 6 months experience in hotel or a related field preferred. High school diploma or equivalent required. Flexible and sometimes long hours required. Ability to stand, bend, twist and push, pull or carry objects during entire shift. Some heavy lifting may be required. Must be able to communicate effectively with staff and have strong work ethic. Ability to work in high stress situations while maintaining composure. Maintain high standards of personal appearance and grooming, including wearing proper uniform and name tag at all times while working. Must have friendly and service oriented attitude at all times while dealing with guests and staff.

Days/Times: All shifts available

Contact: Apply in person at 441 Rio Concho Dr. No phone calls.

Posted: 7-24-08

San Angelo Inn & Conference Center

Position: House Attendant

Qualifications/Duties: Provide turndown service for VIP guests. Attend to needs and requests of guests and other functions as assigned. High school diploma or equivalent and valid driver's license required. Attention to detail required. Friendly, professional attitude a must. Ability to handle high pressure situations while maintaining composure. Ability to listen effectively and communicate information completely and accurately.

Days/Times: All shifts available

Contact: Apply in person at 441 Rio Concho Dr. No phone calls.

Posted: 7-24-08

River Crest Hospital

Position: Mental Health Tech

Qualifications/Duties: Seeks to hire motivated, dependable individuals to help care for patients. Position requires a clean criminal and driving record as well as a verifiable work history and pre-employment drug screen & physical. Nursing, psychology or sociology majors preferred.

Days/Times: 3 PM - 11 PM (evenings) and 11 PM - 7AM (nights) Monday - Friday & some weekends. Currently need someone for a couple of nights, someone for evenings as well as weekends.

Salary: Starting at \$9.00/hour with shift differential for evenings and nights.

Contact: Apply online at www.rivercresthospital.com or come by 1636 Hunters Glen, San Angelo between 7:30 A and 9:00 P M - F to complete application.

Posted: 7-22-08

West Texas Training Center

Position: Custodial (2 Positions)

Qualifications/Duties: High school graduate or GED required. 1 year related experience required. Have knowledge of general custodial tasks, knowledge of typical custodial equipment to include typical cleaning equipment, cleaning chemicals, floor scrubbers and polishers, and power washers. Prefer individuals with training related to custodial tasks and procedures. Must be able to follow directions, work independently with a minimum of supervision, and read, write, and converse in English. Must be able to spend long hours walking, stooping, and must be able to lift at least 50 pounds. Pre-employment physical required. May be subject to a criminal background check. Perform general interior and exterior custodial tasks, to include cleaning floors, carpet, restrooms, exterior entryways, offices, and tables/furniture. Operates hand and motorized custodial equipment to include brooms, mops, floor scrubbers, floor polishers, and power washers. Restock paper goods in restrooms and labs, clean sinks and toilets, empty trash containers, wipe down tables, doors, walls, and furniture, and use typical cleaning chemicals to disinfect tables and phone instruments. Move furniture and equipment as needed to perform custodial tasks or to assist with special event room set up.

Days/Times: Three positions open, each position approximately 19 hours per week. One of the positions will be days 11:00 am-2:30 pm M-F, and two positions evenings 6:00 pm -9:30 pm M-F. Some flexibility related to work schedule is possible and occasional weekend work possible depending on needs of college.

Salary: \$7.20/hr

Contact: Call Bill Cullins for more information at 481-8311 or pick up application at the training center's front administrative office.

Posted: 7-21-08

NewBridge Family Shelter

Position: Facility Operations Advocate (House Manager) (3 Positions)

Qualifications/Duties: Provide support in a professional demeanor to clients & other staff members. Answer a 24-hour domestic violence hotline. Maintain detailed confidential records, document all services provided, transport clients when needed and assist with the

orderliness of the shelter. Provide new client intakes; monitor the camera security system & complete other duties assigned. Computer and clerical skills needed. All employees are required to pass criminal background check & have a valid driver's license.

Days/Times: (20-25 hours)- overnight weekends Friday & Saturday, 4pm-12 midnight, and on call/as needed

Salary: \$8.50 hour

Contact: Call Alisa at (325)658-8631.

Posted: 7-21-08

FedEx Ground

Position: Package Handlers

Contact: Please apply at 920 S. Chadbourne

Posted: 7-18-08

Goodfellow Air Force Base

Positions:

Cook, NA-04, Bowling Center, Evenings & Wkends, \$8.10/hr – open until filled.
Accounting Clerk, NF-II, Lodging, Guaranteed 20/hrs wk, \$10.95/hr- open until filled.

Custodial Worker, NA-02, Goodfellow Club, \$6.92/hr – open until filled.

Accounting Technician, NF-II, Lodging, Guaranteed 20hrs/wk, \$10.95/hr – open until filled.

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: 7-14-08

PHYSICAL LABOR/LAWN CARE

Angelo Water Service Co.

Position: Shop Help

Qualifications/Duties: Assisting Service Tech. in and out of the shop, stocking, loading & unloading, and cleaning. Heavy lifting up to 80lbs. and more. Ability to operate multiple tools & equipment including but not limited to ditchers & forklifts.

Days/Times: 20 to 25hrs/wk with extra hours available in the summer. Will work around school schedule for the right individual.

Contact: Apply in person at 1007 N. Chadbourne.

Posted: 7-29-08

Don Walter's Water System

Qualifications/Duties: Help installing lawn sprinkler systems. Experience not necessary but helpful.

Contact: Call 942-1211 and ask for Don.

Posted: 7-28-08

Griffin Interiors

Position: Construction Hand

Qualifications/Duties: Light construction work and clean up around job site. Hired applicant will be assisting carpenter on construction site. Experience and familiarity with basic construction tools helpful. Good pay for eager individual.

Days/Times: Flexible with schedule.

Contact: Call Fred Griffin at 486-8661 or come fill out an application at 434 S. Irving St.

Posted: 7-24-08

Kuykendall Landscape Maintenance

Position: Yard crew

Qualifications/Duties: General lawn maintenance work.

Contact: Apply at 5209 Christoval road, San Angelo. If no one is at the office please fill out application in black mail box on front gate and leave in same mail box. Or contact George at 657-2636.

Posted: 7-21-08

BRICK LABORERS NEEDED:

Qualifications/Duties: General construction work; Transportation a must.

Salary: \$8.00 per hour

Contact: Call Teena Pierce at 325-277-3568.

Posted: 7-21-08

West Texas Trailer Company

Qualifications/Duties: Ag experience a plus.

Days/Times: Very flexible. Can work part-time or full-time during the summer.

Contact: Call Owen at 655-6445.

Posted: 7-21-08

Rob's Lawn Care

Position: Lawn Mowing Crew & Helper

Qualifications/Duties: Lawn mowing, weed eating, trimming shrubs and other general duties.

Days/Times: Flexible Hours

Salary: \$8.00/hr

Contact: Call Rob at 949-5565 or 656-0555.

Posted: 7-17-08

Trend Furniture

Position: Delivery Person

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

Days/Times: Flexible Hours, but must be able to work weekends.

Contact: Apply in person at Trend Furniture 4002 Wellington, across from Sunset Mall.

Posted: 7-17-08

SALES

Scherz Landscape Co.

Position: Retail Nursery Sales

Qualifications/Duties: Outdoors and heavy lifting (50 – 60 pounds).

Days/Times: Weekends necessary. 20-30+hrs/wk

Contact: Apply in person only at 2225 Knickerbocker Rd. (Knickerbocker & Johnson St.).

Posted: 8-5-08

Goodfellow AFB Main Store

Position: Store Assoc., Electronics

Qualifications/Duties: Sells a variety of merchandise to customers using salesmanship & courtesy. May operate a cash register or other sales related equipment; balances daily financial transactions. Practices loss prevention procedures & performs other related retail duties. Must have completed HS or the equivalent.

Contact: Apply on-line at www.aafes.com. Closes Aug. 10.

Posted: 8-4-08

West Central Wireless

Qualifications/Duties: Must have strong communication skills as well as excellent sales experience & the ability to perform multiple tasks simultaneously. Windows, Excel & Internet experience essential. Must have a valid driver's license.

Days/Times: Flexible hours with weekend & night hours available.

Contact: Send resumes & business reference to West Central Wireless Attn: Human Resource Administrator P.O. Box 991 San Angelo, TX 76902 or to humanresources@wcc.net.

Posted: 7-30-08

Ambit Energy

Position: Energy Consultants

Qualifications/Duties: Experience not needed. Will train. Perfect for college students. There is no inventory, deliveries or collections.

Days/Times: Flexible schedule

Salary: Unlimited income potential.

Contact: Call or email Donnie Hennecke at (325) 320-9488 or donnie7@suddenlink.net. Or Lori Bracco at (917) 365-5676 or myenergyincome@aol.com.

Posted: 7-28-08

Eggemeyer's General Store

Position: Retail Sales Personalities

Qualifications/Duties: Must be willing to learn retail sales. Duties include customer service and various duties pertaining to a retail store.

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

Contact: Apply in person at 35 E. Concho St.

Posted: 7-21-08

Trend Furniture

Position: Part-time Sales

Qualifications/Duties: Must have an 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: If this is you and you enjoy an exciting workplace then come apply at Trend Furniture 4002 Wellington, across from Sunset Mall.

Posted: 7-17-08

TUTORING

Tutor Needed

Qualifications/Duties: For a Jr. High student who needs help with math.

Days/Times: Twice a week.

Contact: Call 465-4590 or send email to lafow176934@yahoo.com.

Posted: 8-5-08

Tutors Needed

Qualifications/Duties: For grades 7th to 12th. Applicants must have a strong math and science background.

Days/Times: Monday – Thursday from 5pm to 7pm. For the 2008-2009 school year.

Contact: Concho Valley Home for Girls at 412 Preusser St. or call 655-3821.

Application will be accepted until August 18th.

Posted: 6-18-08

Tutor Available

Qualifications: Subjects: German, Russian languages. Native Russian speaker. Master degree in teaching foreign languages, and 7 year experience of tutoring. Currently an MBA student.

Contact: Call Irina at 227-1637.

Posted: 1-18-08

Tutor Available

Qualifications: Senior Education major who is available to tutor students in all subjects, grades K - 5th. I have 4 years tutoring experience and would love to help your student prepare for TAKS or just get a little extra, one on one practice.

Contact: For more information please contact Whitney @ 806 292 4104 or 325 942 9530 or email at whitneyshae@msn.com.

Posted: 10-18-07

Tutor Available

Qualifications: Will tutor in Java, SQL, or Object Oriented Design

Days/Times: Call for schedule.

Contact: Call Shivam at 325-315-0622.

Posted: 10-16-07

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