Randolph-Macon College

2011-2012 List of Student Employment Opportunities

UPDATED

Please contact supervisor to confirm position is still available-listings are updated periodically as information is supplied by supervisors.

4/2/2012

Department	*Contact Name*	*Phone*	*Email*	*Job Titles*	*No. Open*	*Pay Rate* *	*Hrs. per Week*	*FWS Required?*	*Position Available*
Admissions	Donna Flournoy	Ext. 5504	dflournoy@rmc.edu	Intern	0	7.90	6-10	No	Academic Yr.
				Student Coordinator	0	7.40	6-10	No	Academic Yr.
				Office Assistant	0	7.40	6-8	No	Academic Yr.
	Katie Harding	Ext 3206	katieharding@rmc.edu	Phoners	0	7.40	4-9	No	Academic Yr.
Animal Facilities	Kelly Lambert	Ext. 4717	klambert@rmc.edu	Animal Caretaker	0	7.40	5-10	No	Academic Yr.
Arts/ Flippo Gallery	Katie Shaw	Ext. 3018	kshaw@rmc.edu	Student Assistant - Flippo Gallery	0	7.90	6	Yes	Academic Yr.
Asian Studies	Tom Porter	Ext. 7243	tporter@rmc.edu	Student Assistant- Japanese Tutor	1	7.90	3	No	Academic Yr.
				Student Assistant - Chinese Tutor	1	7.90	2	No	Academic Yr.
Athletics	Chris Kilcoyne	Ext. 7387	christopherkilcoyne@rmc.edu	**GENERAL DUTIES**					
				Gym Supervisor/Games Day Mgmt.	12	7.25	15	Yes	Academic Yr.
				Home Game Event Mgmt.	8	7.25	10	Yes	Academic Yr.
				Sports Promoter	2	7.25	5-10	Yes	Academic Yr.
				Sports Info/Games Day Management	10	7.25	5-10	Preferred	Academic Yr.
	Myisha Trice	Ext. 7320	myishatrice@rmc.edu	Office Aide	0	7.25	5-10	Yes	Academic Yr.
	Heather Bauby/Victoria Hart	Ext. 3215	hbauby@rmc.edu	Training Room Assistant	6	7.25	10-20	Yes	August - June
	Chris Kilcoyne	Ext. 7387	christopherkilcoyne@rmc.edu	**MENS BASKETBALL**					
				Manager	2	7.25	5-10	Yes	Academic Yr.
				Office Assistant	4	7.40	4-8	Yes	Academic Yr.
				Videographer	2	7.25	3-6	Yes	Academic Yr.
	Chris Kilcoyne/Jeff Burns	Ext. 7387	christopherkilcoyne@rmc.edu	Set Up Crew	5	7.25	5	Yes	Academic Yr.
	Pedro Arruza	Ext. 7363	parruza@rmc.edu	**FOOTBALL**					
				Manager	10	7.25	20	Yes	Year July-June
				Recruiting Assistant	25	7.25	10	Yes	Academic Yr.
				Videographer	10	7.25	8-20	Yes	Academic Yr.
				Weight Room Monitor	40	7.25	20	Yes	Year July-June
	J.B. Sheridan/Chris Kilcoyne	Ext. 3784	jbsheridan@rmc.edu	**MENS LACROSSE**					
				Office Assistant	1	7.40	5-7	Yes	Academic Yr.
				Manager	1	7.25	12	Yes	Jan. - June
	Peter McEvoy	Ext. 7299	pmcevoy@rmc.edu	**MENS SOCCER**					
				Office Assistant	1	7.40	10-12	Yes	Academic Yr.
				Game Day Management	6	7.25	3-5	Yes	Fall Only
	Bill Rogers	Ext. 7327	brogers@rmc.edu	**VOLLEYBALL**					
				Office Assistant	1	7.40	20	Yes	Academic Yr.
				Manager	1	7.25	16	Yes	Academic Yr.
				Game Day Management	3	7.25	6	Yes	Fall Only
	Ray Hedrick	Ext.7374	rhedrick@rmc.edu	**BASEBALL**					
				Manager	3	7.25	10	Yes	Academic Yr.
	Carroll LaHaye	Ext. 7365	clahaye@rmc.edu	**WOMEN'S BASKETBALL**					
				Manager	1	7.25	15-20	Yes	Academic Yr.
				Scorekeeper	1	7.25	15-20	Yes	Academic Yr.

				Office Assistant	1	7.40	15-20	Yes	Academic Yr.
				Videographer	1	7.25	15-20	Yes	Academic Yr.
	Crystal Carper	Ext. 3778	ccarper@rmc.edu	**WOMEN"S FIELD HOCKEY**					
				Office Aide	1	7.25	10	Yes	Year July-June
				Manager	1	7.25	15	Yes	Fall Only
				Study Hall Proctor	1	7.25	11	Yes	Year July-June
	Caitlin Moore	Ext. 7366	caitlinmoore@rmc.edu	**WOMEN'S LACROSSE**					
				Office Assistant	1	7.40	3-10	Yes	Jan. - June
				Manager	1	7.25	3-10	Yes	Jan. - June
	James Woods	Ext. 7358	jwoodcoc@rmc.edu	**WOMEN'S SOCCER**					
				Office Assistant	1	7.40	10	Yes	Academic Yr.
Black Studies	Alphine Jefferson	Ext. 3218	awjefferson@rmc.edu	Office & Research Assistant	1	7.40	10	Yes	Academic Yr.
Biology	Jim Foster	Ext. 3783	jfoster@rmc.edu	Lead Lab Assistant	0	7.90	8-12	No	Year July-June
				Lab Assistant	0	7.40	4-8	No	Year July-June
				Museum Assistant	0	7.25	4-8	No	Year July-June
				Greenhouse Assistant	0	7.25	4-8	No	Year July-June
				Animal Caretaker	0	7.40	10-20	No	Year July-June
Bookstore	Barclay Dupriest	Ext. 7371	bdupries@rmc.edu	Student Assistant-POS Data Entry	0	7.90	7	No	Year July-June
				Cashier	0	7.40	8-10	Yes	Academic Yr.
				Office Aide	0	7.25	8-10	Yes	Academic Yr.
Brock Center	Bill Blackmore	Ext. 3785	wblackmo@rmc.edu	Welcome Desk Assistant	0	7.40	6-8	Yes	Academic Yr.
				Office Assistant	0	7.40	15-20	Yes	Year July-June
				Lifeguard	0	7.90	6-8	Yes	Academic Yr.
				Referee	0	7.90	5-15	Preferred	Academic Yr.
Butler Language Lab	Jennifer Shotwell	Ext. 7297	jennifershotwell@rmc.edu	Lead Lab Assistant	0	7.90	10	Preferred	Academic Yr.
				Lab Assistant	0	7.40	10	Yes	Academic Yr.
Campus Safety	Linda Neale	Ext. 3753	lneale@rmc.edu	Communications Officer	0	7.40	6-12	Preferred	Year July-June
Career Services	Elsie Cimorelli	Ext. 7270	ecimorel@rmc.edu	Career Specialist	0	7.90	10-15	Preferred	Academic Yr.
				Career Specialist	0	7.90	30	Preferred	Summer Only
Chaplain's Office	Darrell Headrick	Ext. 7374	dheadric@rmc.edu	Office Assist	1	7.40	5-8	Yes	Academic Yr.
Chemistry	Serge Schreiner	Ext. 7206	sschrein@rmc.edu	Lab Assistant (1st Yr Chemistry Requ.)	4	7.40	4-5	No	Academic Yr.
Classics	Greg Daugherty	Ext. 7275	gdaugher@rmc.edu	Office Assistant	0	7.40	6-8	No	Academic Yr.
College Advancement	Ellen Stack	Ext. 3238	eleanorstack@rmc.edu	Office Assistant	0	7.40	10	Yes	Year July-June
	Charlotte Parrish	Ext. 7238	cparrish@rmc.edu	Office Assistant - Special Events	0	7.40	8	Yes	Academic Yr.
	Ellen Stack	Ext. 3238	eleanorstack@rmc.edu	Office Assistant - Annual Giving	0	7.40	10	Yes	Year July-June
	Ellen Stack	Ext. 3238	eleanorstack@rmc.edu	Office Assistant- Research	0	7.40	10	Yes	Academic Yr.
				Office Assistant-Research	0	7.40	10-15	Yes	Summer Only
	M. Senske/L. Doherty	Ext.3222	msenske@rmc.edu	Office Assistant - Athletic Dev.	0	7.40	10-15	Preferred	Year July-June
				Yellow Jacket Club Ambassadors	7	7.40	5-10	Preferred	Year July-June
COMMUNITY JOBS				**OFF CAMPUS OPPORTUNITIES**					
Gandy Elementary School	Sandra Crowder	365-4640	scrowder@hcps.us	Teacher Assistant	12	8.90	12	Yes	Academic Yr.
Henry Clay Elementary Sch.	Martha Lambert	365-4228	malambert@co.hanover.va.us	Afterschool ProgramTutor	24	8.90	12	Yes	Academic Yr.
Angeldeer	Karen Willis	347-9798	kswillis5@gmail.com	Afterschool ProgramTutor	6	8.90	12	Yes	Academic Yr.
Valentine Richmond History Ct	Donna Kolba	649-0711	dkolba@richmondhistorycenter.com	History Center Teacher	1	8.90	9-15	Yes	Academic Yr.

Computer Science	Chuck Leska	Ext. 3158	cleska@rmc.edu	Lab Assistant for CSCI 106	1	7.40	3	Preferred	Academic Yr.
				Lab Assistant for CSCI 111	1	7.40	3	Preferred	Fall Only
				Lab Assistant for CSCI 112	1	7.40	3	Preferred	Spring Only
Copy Center	Brenda Martin	Ext. 7262	bmartin@rmc.edu	Office Assistant	4	7.40	10-20	Yes	Year July-June
Dean of Students	Carrie Noonan	Ext. 7266	carrienoonan@rmc.edu	Office Assistant	0	7.40	4-10	Yes	Academic Yr.
				Office Assistant	0	7.40	30	Preferred	Summer Only
Drama	Greg Hillmar	Ext. 1289	ghillmar@rmc.edu	Student Assistant - Technical Director	10	7.90	10-15	Yes	Academic Yr.
0				(CFWS - returning students only)	0	7.90	10-15	No	Academic Yr.
				Student Assistant -Costumiere	5	7.90	10	Yes	Academic Yr.
				(CFWS - returning students only)	0	7.90	10	No	Academic Yr.
Economics & Business	David Brat	Ext. 7353	dbrat@rmc.edu	Office Aide	5	7.25	5	Yes	Year July-June
Education	Brenda Davis	Ext. 3149	bdavis@rmc.edu	Office Aide	0	7.25	2-6	Preferred	Academic Yr.
English	Amy Goodwin	Ext. 7253	agoodwin@rmc.edu	Office Assistant	0	7.40	2-8	Preferred	Academic Yr.
Environmental Studies	Michael Fenster	Ext. 3745	mfenster@rmc.edu	Lab Assistant	1	7.40	6-10	Yes	Academic Yr.
Financial Aid	Billie Raines	Ext. 7294	billieraines@rmc.edu	Office Assistant	0	7.40	8-10	Yes	Academic Yr.
				Office Assistant	0	7.40	35	Yes	Summer Only
HAC-Higgins Academic Center	Jenny Bruce	Ext. 3201	jbruce@rmc.edu	Subject Tutor (First Yr. Tutor)	0	7.90	2-8	No	Academic Yr.
				Subject Tutor (Second/Third Yr. Tutor)	0	8.90	2-8	No	Academic Yr.
	Jenny Bruce	Ext. 3201	jbruce@rmc.edu	Peer Mentor(First Yr. Mentor)	0	7.90	2-10	No	Academic Yr.
				Peer Mentor(Second/Third Yr. Mentor)	0	8.90	2-10	No	Academic Yr.
	Gayla Mills	Ext.3031	gmills@rmc.edu	Writing Tutor (First Yr. Tutor)	0	7.90	2-10	No	Academic Yr.
				Writing Tutor (Second/Third Yr. Tutor)	0	8.90	2-10	No	Academic Yr.
	Lily Zhang	Ext.3216	zzhang@rmc.edu	Technology Tutor (First Yr. Tutor)	0	7.90	2-10	No	Academic Yr.
				Technology Tutor (Second/Third Yr.)	0	8.90	2-10	No	Academic Yr.
	Ted Sheckels	Ext. 7288	tsheckel@rmc.edu	Speaking Consultant (First Yr.)	0	7.90	2-10	No	Academic Yr.
				Speaking Consultant (Second/Third Yr.)	0	8.90	2-10	No	Academic Yr.
History	Thomas Porter	Ext. 7243	tporter@rmc.edu	Office Assistant	0	7.40	5	No	Academic Yr.
Humanities	Thomas Inge	Ext. 7282	tinge@rmc.edu	Research and Editorial Assistant	0	7.90	10	No	Academic Yr.
Institutional Research	Tim Merrill	Ext. 7212	timmerrill@rmc.edu	Student Assistant - Reasearch	0	7.90	6-10	Yes	Academic Yr.
				Student Assistant - Research	0	7.90	40	Yes	Summer Only
International Education	Mayumi Nakamura	Ext.3607	mayuminakamura@rmc.edu	Office Assistant	0	7.40	4-6	No	Academic Yr.
				Office Assistant	0	7.40	4-6	Preferred	Academic Yr.
				Web Assistant	0	8.90	5-7	Preferred	Academic Yr.
				Office Assistant	0	7.40	8-10	Preferred	Summer Only
International Studies	Tom Badey	Ext. 7233	tbadey@rmc.edu	Office Assistant	0	7.40	6-8	No	Year July-June
ITS	Kim Fish	Ext. 4719	kfish@rmc.edu	Student PC Tech	0	8.90	5-20	No	Academic Yr.
				Computer Lab Assistant	0	7.90	10	No	Academic Yr.
				Student PC Tech	0	8.90	30	No	Summer Only
Library	Judee Showalter	Ext 7388	jshowalter@rmc.edu	**CIRCULATION**					
				Student Coordinator	0	7.90	8-10	No	Academic Yr.
				Office Aid - Circulation	0	7.25	8-15	No	Academic Yr.
				Late night/Weekends Supervisor	0	7.40	8-10	No	Academic Yr.
	James Murray/Lily Zhang	Ext. 4711	jamesmurray@rmc.edu	**MEDIA SUPPORT**					
				Media Producer	0	7.90	7	No	Academic Yr.
				Media Assistant	0	7.40	7	No	Academic Yr.
	Kelli Costain/Laurie Preston	Ext. 3045	kellicostain@rmc.edu	**ILL**					
				ILL Student Specialist	0	7.90	6-8	No	Year July-June
	Laurie Preston	Ext. 4718	lpreston@rmc.edu	**SPECIAL COLLECTIONS**					

				Special Collections Student Specialist	0	7.90	4-6	Preferred	Academic Yr.
				TECH SERVICES					
	Lynda Wright	Ext. 4712	lwwright@rmc.edu	Student Assistant	0	7.90	5-7	No	Academic Yr.
Marketing & Communications	Anne Marie Lauranzon	Ext. 7317	alauranz@rmc.edu	Office Assistant	0	7.40	9-12	Yes	Year July-June
	Brent Hoard	Ext. 3058	bhoard@rmc.edu	Web Assistant	4	8.90	10	Yes	Academic Yr.
Modern Languages	Aouicha Hilliard	Ext. 7277	ahilliar@rmc.edu	Student Assistant	0	7.90	2-6	Preferred	Academic Yr.
Music	Chris Ryder	Ext. 3798	cryder@rmc.edu	Student Assistant -Choral Music	4	7.90	6-10	No	Academic Yr.
				Student Assistant -Music	4	7.90	6-10	No	Academic Yr.
Philosophy	Donna Turney	Ext. 7359	dturney@rmc.edu	Office Assistant	1	7.40	4-8	Yes	Academic Yr.
Physical Plant	Eddie Thomas	Ext. 3702	cethomas@rmc.edu	Student Auxiliary Service Worker	0	7.90	10-20	No	Year July-June
	Craig Collins	Ext. 3141	ccollins@rmc.edu	Recycling Coordinator	0	7.90	10-20	No	Year July-June
Physics	George Spagna	Ext. 7344	gspagna@rmc.edu	Keeble Observatory Assistant	2	7.40	2.5	No	Academic Yr.
	Deonna Woolard	Ext. 7329	dwoolard@rmc.edu	Lab Assistant	2	7.40	3	No	Year July-June
				Physics Tutor	1	7.90	3-4	No	Academic Yr.
Political Science	Brian Turner	Ext.3743	bturner@rmc.edu	Office Assistant	0	7.40	6-8	No	Academic Yr.
				Office Assistant	0	7.40	20	No	Summer Only
Provosts Office	Sandi Robison	Ext. 7268	srobison@rmc.edu	Office Assistant	0	7.40	10	Preferred	Academic Yr.
				Office Assistant	0	7.40	30	Preferred	Summer Only
Psychology	Kelly Lambert	Ext. 4717	klambert@rmc.edu	Office Assistant	0	7.40	5-10	No	Year July-June
				Research Assistant	0	7.40	1	No	Academic Yr.
Registrar	Patricia Sperry	Ext. 7227	patriciasperry@rmc.edu	Office Assistant	0	7.40	8-12	Preferred	Academic Yr.
				Office Assistant	0	7.40	30	Preferred	Summer Only
Religious Studies	Harold Breitenberg	Ext. 7280	ebreiten@rmc.edu	Office Assistant	0	7.40	4	Preferred	Academic Yr.
Resident Life	Carol Bailey	Ext. 4722	carolbailey@rmc.edu	Office Assistant	7	7.40	4-10	Yes	Academic Yr.
				Office Assistant	0	7.40	30	Preferred	Summer Only
Sociology & Anthropology	Scott London	Ext. 4705	slondon@rmc.edu	Office Assistant	0	7.40	30	Preferred	Academic Yr.
Student Development	Carrie Noonan	Ext. 7266	carrienoonan@rmc.edu	Office Assistant	0	7.40	5-10	Preferred	Academic Yr.
Student Life	Sarah Hamby	Ext. 7318	shamby@rmc.edu	Building Manager	0	7.40	10-15	Yes	Academic Yr.
				CX Support Staff	0	7.25	10-15	Yes	Academic Yr.
				Office Assistant	0	7.40	10-15	No	Academic Yr.
				Student Assist.- Summer Orientation	1	7.90	30	Preferred	Summer Only
Student Health Services	Maria Harman	Ext. 3041	mariaharman@rmc.edu	Student Health Assistant	0	7.40	6	Preferred	Academic Yr.
Women's Studies	Debra Rodman	Ext. 3127	drodman@rmc.edu	Student Assistant/Research	1	7.90	20	Yes	Academic Yr.

Please Note: Federal Work Study students may apply for all positions, not just positions listed as "FWS required". Positions marked as "FWS required" will only hire students with a Federal Work Study award listed in their financial aid package.