University of Arkansas at Monticello
Fine Arts Center
Student Worker- Set Up Crew

The University of Arkansas at Monticello is seeking a responsible and positive Work Study student worker to enhance and support the Fine Arts Center. Good communication, organizational skills and the ability to lift 50 pounds are a must. Applicant must be able to maintain a confidential and professional work ethic.

ROLES & RESPONSIBILITIES:

- Help set up special events in a timely and professional manor.
- Must be on time to set ups and work events.
- Be willing to work some night events such as concerts, plays, and other special events.
- Must know how to work some Microsoft Offices as well as have polite phone and people skills.
- Must have reliable transportation.

QUALIFICATIONS:

 The ideal candidate must be a current student for the Spring 2022 semester. Candidates must be able to work up to but not guaranteed 20 hours per week, while remaining in good academic standing with UAM (GPA equal to or higher than a 2.5).

COMPENSATION:

 Student workers are paid minimum wage, twice a month. Payroll dates will the 15th of the month and the last day of the month. Timesheets for the 1st -15th must be submitted and approved by noon (12pm) on the first business day following the 15th. Timesheet for the 16th -end of month, must be submitted and approved by noon (12pm) on the first business day of the following month. For questions, please email, call or meet with your supervisor.

Review of applicant date will begin immediately and continue until the position is filled. UAM is an Affirmative Action/Equal Opportunity Employer.