

AY 2025-2026 | WORK STUDY POSITIONS IN ADMISSIONS

Reports to: Campus Visit Coordinator & Director of Admissions

Department: Admissions

Location: Sarah Peter Hall, Ground floor

Contact Person: Jess Polk at jpolk@moore.edu

Student Ambassador

Description: As the Student Ambassador, you will assist with daily operations of the Admissions office. Duties will include answering phones, taking messages, transferring calls, filing and processing of received mail, and giving tours to the visitors and prospective students. You will also be working with confidential student information, so you will need to pay special attention to the Confidentiality Agreement included on the back of the contract.

Responsibilities:

- Making calls, answering phones, taking messages, and connecting calls to other college departments
- Giving campus tours to prospective students and families
- Assisting with Open Houses, Accepted Students Day and other Admissions related events
- Filing, assembling mailings, and scanning of student records
- Be helpful, friendly, and customer service oriented with all visitors and college constituents
- Assist the Campus Visit Coordinator
- Other duties as assigned by Director of Admissions and Vice President of Enrollment Management

Qualifications:

- Must be pleasant and work nicely with the public
- Positive attitude and a willing to learn
- Comfortable talking with prospective students and families
- Ability to multi task
- Be customer service oriented
- Dress appropriately for an office setting, adhering to a neat and tidy dress code
- Comfortable asking questions and being proactive
- Reliable
- Ability to work independently

Other pertinent information about this position

- You do not need any previous administrative office experience to be considered for the Student Ambassador position. There will be an emphasis on training, showing you each task and making sure you understand the expectations within the office.

AY 2025-2026 | WORK STUDY POSITIONS IN THE ADVANCEMENT DEPARTMENT

Reports to: Director of Alumni Engagement

Department: Advancement

Location: Wilson Hall 339

Contact Person: Leah Comiskey, lcomiskey@moore.edu

Advancement Work Study Assistant

Position Summary:

Join Moore College's Advancement team as a Work Study Assistant! Advancement is the department that builds and maintains relationships with alumni, donors, and friends of the College, supporting Moore's mission through engagement, fundraising, and communications. In this role, you'll gain hands-on experience across alumni engagement, donor relations, and communications, helping to create meaningful connections that strengthen the Moore community. This is a great opportunity for students interested in nonprofit work, arts administration, event planning, communications, or higher education.

What You'll Do:

- Help plan and support alumni and donor events—both in-person and virtual
- Assist with communications, including newsletters, emails, social media, and mailings
- Update and maintain records in the donor and alumni database
- Conduct research on alumni, donors, and prospects to support outreach and programming
- Support annual giving campaigns and donor stewardship projects
- Assist with administrative tasks to keep the Advancement office running smoothly
- Pitch in on special projects and help brainstorm ways to engage the Moore community

What You'll Gain:

- Hands-on experience in alumni relations, fundraising, and nonprofit administration
- Event planning and project management skills
- Communications and marketing experience, including email and social media
- Experience with donor database management and research
- Opportunities to contribute ideas and see your work make an impact

What We're Looking For:

- Strong written and verbal communication skills
- Organized and detail-oriented
- Friendly, professional, and comfortable working with diverse groups
- Interest in event planning, fundraising, communications, or arts administration
- Available for occasional evening or weekend events

Reports to: Art Shop Manager Department: The Galleries at Moore

Location: Art Shop, Sarah Peter Hall

Contact Person: Suzanne Kopko, skopko@moore.edu

The Art Shop sells artwork created by Moore alumni and current Moore students along with Moore Gear. Sales are in-person and via an online store.

Sales Associate in the Art Shop

Work-study students are the sales staff responsible for customer service. This is a unique opportunity to meet alumna, learn about selling art and talk to interesting visitors! It's also an excellent place to learn about running a small business and managing art collections

Responsibilities

- Customer service is a priority to create a positive experience for all visitors. This includes: greeting, chatting, and assisting visitors with the selection of their purchase.
- Processing sales transactions using register and credit card machine.
- Maintaining merchandise and art displays.
- Plus, small projects related to receiving new inventory and maintaining Shop.

Qualifications

- Must be reliable and responsible. This is a position that requires dependable attendance.
- An outgoing and friendly personality is a necessity.
- Experience working in retail is preferred – including register transactions.
- Available to work 1 or 2 Saturdays a month is preferred.

Hours

- Shifts vary from 3 hour to 7 hour shifts and are available Monday – Saturday plus evening hours for Gallery events.
- Shifts
 - Weekdays: 10am – 3pm and 2:30/3pm – 5pm.
 - Saturdays: 11am – 3pm, or 1pm-5pm or 3pm – 5pm.
- Holiday and Summer hours are also available.

Sales Associate with Social Media Focus

Work-study students are the sales staff responsible for customer service and this position focuses on The Art Shop's social media presence

Responsibilities

- Your main focus will be working with Facebook and Instagram, but you will also assist with sales associate duties when you are working
- You will create posts for at least 4 days a week including a weekly video
- Customer service and sales transactions as in Sales Associate position description
- If interested, this position can also include creating and editing your photos for the online store.

Qualifications

- Must be reliable and responsible. This is a position that requires dependable attendance.
- An outgoing and friendly personality is a necessity.
- Experience working in retail is preferred – including register transactions.
- Experience creating social media posts *required* as training is not available for this position.

Hours available

- Shifts vary from 3 hour to 7 hour shifts
- For the Social Media focus, the shifts are weekdays: 10am – 3pm or 12pm – 5pm.
- Holiday and Summer hours are also available.

Art Shop Photographer Job Description

This is an opportunity to gain experience taking object focused photographs for use in social media and online store listings. This is fabulous resume building experience!

Responsibilities

- Take photographs of all Moore logo products giving the images a consistent look.
- Document new artwork on a regular basis.
- Edit and crop photographs to prepare for online store.
- Take photographs of the Art Shop for use in promotion materials.
- Should be able to dedicate one shift a week to take photos along with editing them.
- Fast turnaround for edited photos is a requirement!

Qualifications

- Experienced photographer with working knowledge of photo-editing & Photoshop
- Ability to work independently while having reliable attendance on days/hours scheduled

Hours

- Shifts are any weekday with 10am – 3pm the preferred shift hours
- Weekends are available with prior arrangement
- Hours outside the Shop's open hours are possible, but randomly showing up to ask for hours will not work for this position!

AY 2025-2026 | WORK STUDY POSITIONS IN THE AUDIO/VIDEO DEPARTMENT

Reports to: A/V Technician

Department: Academic Computing

Location: SP308

Contact Person: Rick Rein, rrein@moore.edu

A/V Assistant

Description: Assist the A/V Technician in event production, as well as system installation and maintenance.

Duties may include:

- Basic operation of A/V systems including microphones, mixers, speakers, projectors, and monitor screens.
- Event production including basic A/V assistance/ troubleshooting, ushering, and observation.
- Reporting software or hardware issues to the A/V Technician for resolution.
- Organizing equipment.
- Replacing batteries.

Requirements:

- Familiarity with campus environment
- Experience with common digital technology including computers and touch screens.
- Ability to lift 25lbs.
- Occasional night/ weekend availability

Preferred Skills:

- Experience with MacOS and Zoom.
- Experience with microphones, mixers, speakers.
- Willingness to learn.

AY 2025-2026 | WORK STUDY POSITION IN THE BUSINESS OFFICE

Reports to: Manager of Facility Rentals & Assistant to the Sr VP for Finance & Administration

Department: Business Office

Location: 2nd Floor, Wilson Hall.

Contact Person: Indigo Shafer, ishafer@moore.edu

Business Office Assistant

Qualifications:

- Positive Attitude
- Detail oriented
- Reliable, dependable, & conscientious
- Organizational skills
- Ability to maintain confidentiality
- Some computer skills
- Ability to follow instructions & work independently
- Good communication skills (patient and friendly)
- Experience with a Windows environment, Microsoft Word, and Excel programs are preferred.

Responsibilities:

- Filing, copying, scanning, and faxing documentation as needed
- Processing mailings coming in and going out
- Assist with answering phones/emails as needed
- Assist with processing credit card transactions
- Work on special projects as assigned
- Maintain strict confidentiality of all student records and sign a confidentiality agreement upon hire
- *And other duties as assigned.*

Reports to: Career Advisor

Department: Locks Career Center

Location: Ground Floor – Sarah Peter Hall (across from elevators, between Admissions and Art Shop)

Contact Person: Shakeyia Kersey skersey@moore.edu

Job Description:

This position requires a responsible and reliable student willing to post jobs on the Handshake internship/job database (will be trained); answer phones; manage career center marketing table on campus table once to share information about upcoming career center events. Work schedules will be flexible and mindful of class schedules within reason.

Responsibilities Include:

- Formatting, writing, and editing job and career listings on Handshake.
- Designing occasional flyers for Career Center activities.
- Filing, printing, making photocopies, and completing other general administrative duties.
- Answering phone calls and taking complete messages according to training guidelines.
- Making follow-up phone calls to employers and prospective guests to Moore's Annual Senior Show.
- Providing customer service to students and/or guests visiting the Career Center (i.e. help guests navigate Connect Moore, resource room and/or find the appropriate information; direct calls and inquiries).
- Very occasional weekend duties on Admissions weekends to support the Career Center's role; Support during the Annual Senior Show VIP Reception as requested.
- Maintain professional manner while on duty, and represent the College and department when needed.
- Manage career center marketing table on campus table once to share information about upcoming career center events.

AY 2025-2026 | WORK STUDY POSITION IN CERAMICS

Reports to: 3D Studio Technician

Department: Fine Arts

Location: W36

Contact Person: Bonnie McEachren, bmceachren@moore.edu, EXT 4008

Ceramics Studio Assistant

Description: See responsibilities below.

Responsibilities:

- Keep studio clean and functional in all areas (hand building/wheel throwing space, glaze room, kiln room)
- Maintain cleanliness and proper storage of communal tools and glazes
- Load and unload kilns as directed by 3D Tech
- Maintain kiln shelves
- Mix glazes as directed
- Report kiln errors to 3D Tech
- Assist in maintenance of plaster area, on occasion

Requirements:

- Working knowledge of ceramic materials, safety protocol, and techniques
- Able to work directly and professionally with students, faculty, and staff
- Strong communication skills
- Strong organizational skills
- Able to lift 25 lbs. on occasion
- Willing to learn and train on equipment

AY 2025-2026 | WORK STUDY IN CONTINUING EDUCATION

Supervisor: Continuing Education Program Manager
Department: Continuing Education
Location: Wilson Hall, 2nd Floor
Contact Person: Dalita Khoury, dkhoury@moore.edu

APPLY online!



Continuing Education BFA Assistant

🧡 **Join the Team: Work Study Student Opportunity in Continuing Education!** Are you a creative, organized, and motivated student looking to gain real-world experience while supporting your community? Work Study at Moore is more than just a job—it's a chance to build your skills, expand your network, and contribute meaningfully to the College's vibrant learning environment. We're looking for students who are excited to **grow, give back, and get involved**.

🔧 What You'll Do

Work with the vibrant and fun CE team, playing a key role in the day-to-day tasks like:

- Greet and assist visitors, students, and staff with a welcoming smile
- Help coordinate events, exhibitions, or workshops
- Assist with administrative projects or social media
- Support faculty and staff with creative problem-solving and communication
- Contribute to behind-the-scenes operations that keep youth programs running smoothly

We match students with positions that reflect their interests and strengths—this is your opportunity to learn by doing!

🔧 Build Your Skills In:

- Time management & professional communication
- Office and creative tools (Google Workspace, Canva, etc.)
- Event planning & project coordination
- Arts administration, customer service, and more

💡 Why It's Worth It:

- We'll work together to build a schedule that fits your class and studio time
- On-campus convenience—work close to your classes
- Mentorship & networking with staff and professionals in your field
- Future employment opportunities and career-boosting experience to add to your resume
- A fun, supportive team that values your ideas and creativity

📌 Eligibility & Requirements:

- Must be a Federal Work Study-eligible Moore BFA student (check with Financial Aid first!)
- Dependable, proactive, and ready to learn
- Friendly and respectful in a team environment
- Alumni of our youth programs, **SADI** or **YAW**? That's a plus!
- Must be available on **Tuesdays, Thursdays, and/or Saturdays** 9/15 – 12/15 + 1/15 – 5/15.
- Ability and willingness to obtain PA Child Abuse Clearances

🚀 Apply Now and Make Your Mark!

This isn't just a job—it's a stepping stone into the creative workforce. **Contact** dkhoury@moore.edu to explore available positions and find the right fit for you!

AY 2025-2026 | WORK STUDY POSITIONS IN THE EXECUTIVE OFFICE

Reports to: Elaine Wilson, Executive Assistant to the President and/or
Sristi Chanda, Academic Affairs Executive Administrative Assistant
Department: President's Office and Academic Dean's Office
Location: Executive Office, Wilson Hall, 3rd Floor (W301)
Contact: Elaine Wilson, ewilson@moore.edu, 215-965-4050 and/or
Sristi Chanda, schanda@moore.edu, 215-965-4012

Job Description

The Executive Office houses the President, Executive Assistant to the President, Chief of Staff, Academic Dean, and Academic Affairs Executive Administrative Assistant. The Work-Study Assistant (the "Assistant") is responsible for:

Responsibilities

- General office duties (phones, greeting visitors, photocopying, scanning, sorting and distributing mail, organizing office supplies, keeping the office suite tidy)
- Database entry
- Light research; compiling and organizing information clearly in documents
- Running errands on-campus/off-campus
- Posting documents to Sign Centrals
- Assisting with assembling accreditation materials, digitization project, and holiday card process
- Updating faculty mailboxes with labels
- Prepping binders for various events
- Printing and prepping certificates for distribution
- Tracking and preparing recurring documents
- Other duties as assigned by supervisor(s)

Qualifications

Ideal candidates will possess the following qualities:

- Mature, dependable, personable, and conscientious
- Comfortable communicating both in-person and via phone
- Ability to maintain confidentiality
- Some Microsoft Office (Word, Excel, etc.) skills
- Ability to follow instructions
- Willingness to ask questions or for help when needed

Other pertinent information

Because the Assistant comes into contact with many visitors on a daily basis, ***a neat, tidy, clean, and professional appearance and demeanor are necessary at all times.***

Hours are scheduled Monday – Friday from 9:00am – 5:00pm.

If interested in the position, please contact Elaine at ewilson@moore.edu. Include your name, major, year, any previous experience/positions, why you are interested in working in the Executive Office, and your availability.

AY 2025-2026 | WORK STUDY POSITION IN THE FAB LAB

Reports to: Digital Fabrication Manager

Department: Photo and Digital Arts Location:

Sarah Peter Hall, 6th Floor

Contact Person: 2D Technician, Amanda Zeilinger, azeilinger@moore.edu

Fab Lab Monitor

Description: Monitor for best practices and safety in the Fab Lab while assisting users.

Responsibilities

- Regularly checks the fab lab email address to schedule users/class reservations and maintain the Fab Lab reservations calendar.
- Assists in user operations and/or provides trainings/demos.
- Enforces all safety and Fab Lab policies
- Provides equipment demonstrations during Moore Open House events
- Creates tests, demos, etc. for instructional and display purposes
- Partner with Manager to learn/perform scheduled equipment maintenance if interested

Qualifications

- Positive Attitude
- Detail oriented
- Reliable, dependable, & conscientious
- Organized
- Ability to follow instructions & work independently
- Good communication skills (patient and friendly)

Other pertinent information about this position

- Gain marketable skills in the field of technology – learn to operate and maintain common digital tools. Learn software associated with the operation of various digital tools.

AY 2025-2026 | WORK STUDY POSITIONS IN THE FASHION DESIGN & TEXTILE DESIGN DEPARTMENTS

Reports to: Chair of Design Arts

Department: Fashion Design

Location: Wilson Hall, 4th Floor

Contact Person: Camille Avent cavent@moore.edu

Fashion Design Studio Assistant

Description: The Fashion Design Studio Assistant will help to maintain the fashion and textile design resources and facilities. This will include tidying the Fashion Design and Textile Design classrooms, displaying student work for recruiting events and other tasks assigned by the Fashion Design Program Head. This work schedule is flexible.

Responsibilities:

- Social media content creation and management.
- Attend Open Houses.
- Manage and maintain sewing studio equipment. Updating repairs, etc.
- Tidying the Fashion Design and Textile Design classrooms throughout the 4th floor.
- Return chairs and unused mannequins and other equipment to their proper places and straighten and tidy the classrooms.
 - *This should be done weekly and before recruiting events.*
- Periodically clean the worktables and classroom shelves.
- Review bulletin boards and remove outdated material
- Display of Student Work for Recruiting Events
- Post drawings on the pin-up boards and display apparel for college events.
- Collect and transport student work including drawings and garments for display in the spring Student Show.
- There will occasionally be other organizing tasks assigned by the Fashion Design Program Head.

Qualifications

- Positive attitude
 - Detail-oriented
 - Reliable, dependable & conscientious
 - Organizational skills
 - Ability to follow directions and work independently
- Other pertinent information about this position.

AY 2025-2026 | WORK STUDY POSITIONS IN THE FINANCIAL AID DEPARTMENT

Reports to: Senior Financial Aid Counselor

Department: Financial Aid

Location: Financial Aid Office (located within the Business Office) 2nd Floor, Wilson Hall.

Contact Person: Colleen Harkins, charkins@moore.edu

Assistant Financial Aid Counselor

Description: Various clerical duties including, but not limited to the responsibilities listed below.

Responsibilities

- Assist incoming students & parents through the financial aid process at clearance and during enrollment periods
- Contact parent and students on a weekly basis of incomplete verification
- Data entry (daily or weekly as needed)
- Processing mailings coming in and going out
- Work on special projects as assigned
- Filing, copying, scanning and faxing documentation as needed
- Maintain strict confidentiality of all student records and sign confidentiality agreement upon hire
- *And other duties as assigned by supervisor.*

Qualifications

- Positive Attitude
- Detail oriented
- Reliable, dependable, & conscientious
- Organizational skills
- Ability to maintain confidentiality
- Some computer skills
- Ability to follow instructions & work independently
- Good communication skills (patient and friendly)
- Experience with a Windows environment, Microsoft Word, and Excel programs are preferred.

Other pertinent information about this position

- Learning how to efficiently multi-task.
- Enhancing your computer and communication skills.
- By working in the Financial Aid office you can't help but to learn about the financial aid process and be aware of deadlines.

Supervisor and Event Coordinator

Description: Various clerical duties including, but not limited to the responsibilities listed below.

Responsibilities

- Plan yearly Federal Work Study Job Fair, including contacting supervisors about interest, gathering updated job descriptions, and creating promotional materials for the event

- Planning the *new* FAFSA submission event, including writing an email to all current students about the event, picking a day for the event, creating promotional materials, and staffing the event.
- Work on special projects as assigned
- Filing, copying, scanning and faxing documentation as needed
- Maintain strict confidentiality of all student records and sign confidentiality agreement upon hire
- *And other duties as assigned by supervisor.*

Qualifications

- Positive Attitude
- Detail oriented
- Reliable, dependable, & conscientious
- Organizational skills
- Ability to maintain confidentiality
- Some computer skills
- Ability to follow instructions & work independently
- Good communication skills (patient and friendly)
- Experience with a Windows environment, Microsoft Word, and Excel programs are preferred.

Other pertinent information about this position

- Learning how to efficiently multi-task.
- Enhancing your computer and communication skills.
- By working in the Financial Aid office you can't help but to learn about the financial aid process and be aware of deadlines.

AY 2025-2026 | WORK STUDY POSITIONS IN FOUNDATION

Reports to: Chair of Foundation Department

Department: Foundation

Location: Sarah Peter Hall, Room 605

Contact Person: James Johnson at jjohnson@moore.edu

Foundation Studio Assistant - Job Description

The Foundation Studio Assistant reports to the Chair of Foundation. Responsibilities include:

- bi-weekly (2x a week) check-ins (straightening/organizing) with the FN rooms (W234, W235, W236, W335, SP207, VAULT 34)
- bi-weekly check-ins (2x a week) and organizing of the FN prop closet and W338 (FN supply and adjunct office)
- perform extra organizing jobs (as needed) by Chair
- refresh Dining Hall Exhibit using work pulled aside for hanging (as needed)
- refresh Wilson Hall display using work pulled aside for hanging (as needed)
- helping to label work for the student show (as needed)

Foundation Social Media Assistant - Job Description

The Foundation Social Media Assistant reports to the Chair of Foundation. Responsibilities include:

- Attends orientation meeting with Foundation Chair and Marketing and Communications Department at the beginning of the semester
- Attends and documents Foundation events e.g., lectures/workshops; critiques; field trips; class meetings; student show, Wilson Hall display, and Dining Commons exhibition(s)
- Produces content for 3-5 social media posts/stories per week
- Provides Marketing and Communication Department with this content
- Attends weekly check-ins with Chair to discuss forthcoming events and review created content

Reports to: Professor on Duty Department:

Foundations & Illustration Location: TBD

Contact Person: Christopher Williams, cwilliams@moore.edu

Studio Aide

Description: The Studio Aide Work study position is a hands-on classroom experience that provides tools and techniques for working in the field of visual art education. The primary function of the Studio Aide is to support the studio learning environment.

Responsibilities

- Support and collaborate with Professor
- Set up studio 30 minutes before class begins and clean up for 30 minutes after class. Clean up includes picking up materials, wiping tables and chairs, etc.
- Collect and refer in class questions to professor on duty
- Assist professor with classroom printing needs.
- Assist professor with taking and recording attendance
- Participate in class critiques
- Complete special projects and other duties as assigned by professor

Qualifications

- The ideal candidate is currently pursuing an undergraduate or graduate degree in visual arts education and is looking to gain teaching experience.
- Studio Aides must make a commitment to the full semester, attending every scheduled class and finding substitutes from the Studio Aide roster for the classes they cannot attend. Absences are strongly discouraged.
- Additional skills desired include:
 - o Excellent customer service skills, specifically patience, flexibility, punctuality, honesty, positivity, consistency, and dependability
 - o Ability to take supervision and feedback constructively
 - o Computer literacy
 - o Detail orientation
 - o Sense of humor

Other pertinent information about this position

- Times/days and availability
 - o Advanced Drawing Friday: 8 am – 3 pm

AY 2025-2026 | WORK STUDY POSITIONS IN THE GALLERIES

Reports to: Education and Public Engagement Coordinator

Department: The Galleries

Location: Sarah Peter Hall, Ground floor

Contact Person: Deanna Emmons at demmons@moore.edu

Events Assistant within the Galleries at Moore

Description: This position will work closely with the Education & Public Engagement Coordinator to plan and execute Galleries' events including artist talks, performances, workshops, and discussion groups. This position is ideal for students who are eager to engage with the diverse group of local, national, and international artists and organizations that partner with The Galleries.

Responsibilities

- Attend occasional evening and daytime events and track audience attendance
- Work with event artists and organizations to provide logistical support
- Work with Galleries staff to increase student attendance
- Work with Galleries staff to evaluate ongoing programs and events
- Research potential speakers, workshop leaders, and performers
- Other tasks as assigned

Qualifications

- Ability to attend a majority of the evening events
- Strong interpersonal and organizational skills

Education Assistant within the Galleries at Moore

Description: This position will work closely with the Education & Public Engagement Coordinator to schedule, develop, and conduct all of The Galleries' tours and educational programs. This position is ideal for students with a strong interest in community outreach and museum education.

Responsibilities

- Help the Education & Public Engagement Coordinator prepare and conduct group tours
- Help expand The Galleries' tour program by conducting outreach to local art educators and student groups
- Maintain an ongoing schedule of tours and group visits
- Send reminder and follow-up emails to visiting groups
- Work with the Education & Public Engagement Coordinator to develop new tour and education programs
- Work with the Education & Public Engagement Coordinator to assess current practices
- Other tasks as assigned

Qualifications

- Art Education or Curatorial Studies major OR related experience strongly suggested
- Strong written, verbal, and organizational skills
- Ability to work with students (K – 12 with a focus on teens) from the Philadelphia area

Social Media Assistant within the Galleries at Moore

Description: This position will work closely with the Education & Public Engagement Coordinator to maintain and grow The Galleries' presence on all of its social media platforms including Facebook and Instagram. This position is ideal for students interested in communications and marketing.

Responsibilities

- Maintain an ongoing schedule of posts
- Generate content for social media posts (i.e. photography, video, copy writing)
- Help to maintain and expand The Galleries' online audiences
- Develop consistent "voice" and message across all Galleries social media platforms
- Other tasks as assigned

Qualifications

- Strong written communication skills
- Ability to reliably and independently post content that is consistent with The Galleries online identity
- Strong understanding of social media platforms and their respective audiences

AY 2025-2026 | WORK STUDY POSITIONS IN THE GRAPHIC DESIGN DEPARTMENT

Reports to: Professor of Graphic Design

Department: Graphic Design

Location: Graphic Design Office, Sarah Peter Hall, 3rd Floor, Room 305

Contact Person: Professor Gigi McGee, gmcgee@moore.edu

Assistant to Graphic Design Department

Description: Various administrative and organizational duties including, but not limited to, the responsibilities listed below.

Responsibilities:

- Design of promotional posters and flyers for departmental lectures and events
- Assist Graphic Design faculty with display of student work
- Assist Graphic Design faculty with organization and replenishment of supplies
- Assist with the organization of Graphic Design office and files
- Assist with collection and delivery of work for student exhibitions
- Assist with set up and execution of some departmental events
- General maintenance of Graphic Design studios and workspaces
- Data entry as needed
- Other duties as assigned by supervisor.

Qualifications:

- Positive Attitude
- Detail-oriented
- Reliable, dependable, & conscientious
- Organizational skills
- Ability to maintain confidentiality
- Some computer skills
- Ability to follow instructions & work independently
- Good communication skills (patient and friendly)
- Graphic Design majors preferred, but not mandated, due to easier coordination of schedules with faculty members.

This position offers you the experience of:

- Learning how to efficiently multi-task.
- Enhancing your computer and communication skills.
- By working in the Graphic Design department you will learn more about the field and possibly interface more with working professionals.
- This work study job will be an asset on your résumé

AY 2025-2026 | WORK STUDY POSITIONS IN INTERIOR DESIGN

Reports to: Sheri Watson – swatson@moore.edu

Department: Interior Design

Location: Interior Design Department, 3rd Floor Sarah Peter

Contact Person: Sheri Watson

Interior Design Resource Manager

Job Description

The Interior Design Resource Manager will maintain the interior design resources and facilities. This will include maintaining the Materials Library, displaying student work for recruiting events and tidying the ID classrooms. This work schedule is flexible. Start date: first week of classes.

Responsibilities

Materials Library

- Accept deliveries of new materials and catalogs from donors. Sort and catalog new materials.
- Return resources to their proper place and keep the library and magazine shelves organized.
- Remove outdated resources as needed.
- Contact donation resources and coordinate the delivery of new materials.

Display of Student Work for Recruiting Events

- Post drawings on the pin-up boards for Open Houses.
- Collect and transport student work for display for the spring Student Show.

Tidying the ID Classrooms: P310 and P311 and space outside/around ID rooms

- Straighten and tidy the ID classrooms before recruiting events
- Periodically clean the drawing tables and classroom shelves. Check the parallel rules for any needed repairs.
- Replace the drawing board covers and parallel rules as needed.
- Periodically review bulletin boards and remove outdated material.

Qualifications

Ideal candidate will possess the following qualifications:

- Positive attitude
- Detail-oriented
- Reliable, dependable & conscientious
- Organizational skills
- Ability to follow directions and work independently

Other pertinent information about this position

There may occasionally be other organizing tasks that are assigned in the Design Department Office.

Reports to: Circulation Supervisor; *Supervisor on Duty*

Department: The Connelly Library Location:

Sarah Peter Hall, 1st Floor

Contact Person: Melody Totten, mtotten@moore.edu

Library Circulation Assistant

Description: Provide coverage of the Library Circulation Desk, checking library materials in and out to library patrons in a courteous and professional manner.

Responsibilities

- Performs circulation tasks in integrated library system
- Refers reference questions to library staff
- Assists library patrons in locating library materials
- Assists library patrons with copiers and printers
- Files books in proper order and shelf-reads
- Records statistics on book and periodical usage
- Performs routine printer & copier maintenance
- Special projects and other duties as assigned by supervisor

Qualifications

- Excellent customer service skills
- Punctuality
- Honesty
- Patience
- Computer literacy
- Detail oriented
- Previous library or retail experience is a plus, but not required

Other pertinent information about this position

- Times/days and availability
 - o Monday – Thursday: 8 am - 8 pm
 - Friday: 8 am – 5 pm
 - Saturday: 9:30 am – 5:30 pm

AY 2025-2026 | WORK STUDY POSITIONS IN THE MARKETING & COMMUNICATIONS DEPARTMENT

Reports to: Digital Marketing Manager
Department: Marketing & Communications
Location: Wilson Hall, Third Floor
Contact Person: Amy Amato, aamato@moore.edu

Event Photographer

Moore's Marketing & Communications Department is looking for a work study who specializes in event photography. This student will work with our team to enhance our visual asset collection around the events and everyday activities taking place around Moore's campus.

Photography assignments will include Moore events, classroom activities, spontaneous moments and daily life around campus. This is a fantastic position for someone seeking to gain professional photography experience and build their own personal portfolio.

Each candidate will be asked to:

- Commit to approximately 5 hours of work per week, including site-specific assignments
- Meet and maintain regular communication with one or more Marketing & Communications staff members to discuss progress and upcoming assignments
- Turn around new photography in a timely and consistent fashion, within 24–48 hours
- Release permission to Moore's Marketing & Communications team to use photos for any and all promotional materials, with photographer credit
- Submit a portfolio of past work for initial review, ideally with photographs of people
- Photograph occasional evening or weekend events

If you are interested in this opportunity, please contact the Financial Aid office. Outstanding applicants will be asked to visit the Marketing & Communications Office for brief interviews and portfolio reviews.

AY 2025-2026 | WORK STUDY POSITIONS IN THE MARKETING & COMMUNICATIONS DEPARTMENT

Reports to: Social Media Manager
Department: Marketing & Communications
Location: Wilson Hall, Third Floor
Contact Person: Reg O'Connell, roconnell@moore.edu

Social Media Assistant

Moore's Marketing & Communications Department is looking for a work study student who specializes in video production for social media. This student will work with our team to enhance Moore's presence on TikTok and Instagram.

Social media assignments will include showcasing student and campus life around Moore, student art, events and more. The ideal candidate will be someone who is in tune with trends on TikTok as well as the community at Moore, and can work independently to use the platform to showcase Moore in a fun, informal way. This is a great position for someone seeking to gain professional experience with social media management tactics, producing video content and build their own personal portfolio.

Each candidate will be asked to:

- Commit to approximately 5 hours of work per week
- Connect with one or more Marketing & Communications staff members on a weekly or biweekly basis, to discuss upcoming assignments and work collaboratively on pitching ideas
- Turn around assignments in a timely fashion
- Release permission to Moore's Marketing & Communications team to use video content produced for any and all promotional materials, with creator credit
- Submit examples of past work for initial review (preferred but not required)
- Attend occasional evening or weekend events

If you are interested in this opportunity, please contact the Financial Aid office. Outstanding applicants will be asked to visit the Marketing & Communications Office for brief interviews and portfolio reviews.

Staff Contacts:

Reggie O'Connell, Marketing & Communications Specialist, roconnell@moore.edu
Amy Amato, Senior Director, Digital Marketing, aamato@moore.edu

AY 2025-2026 | WORK STUDY POSITIONS IN THE PRINT CENTER

Reports to: Print Center Technician

Department: Academic Computing

Location: Wilson Hall, Basement Floor

Contact Person: Olivia Guidara, oguidara@moore.edu

Print Center Assistant

Description: See responsibilities below.

Responsibilities

- Keep the printers in the labs full with paper
 - o At the start of your shift make sure ALL of the printers in Wilson are fully stocked with paper
- Clean the equipment
 - o The computer labs should be clean and tidy
 - o Trash in the labs should be placed in the appropriate containers
- Report any problems
 - o Computers with missing or damaged keyboards and mice
 - o Non-operating computers or printers
 - o Any note left by students or printer error messages should be report to Olivia at oguidara@moore.edu and Dennis at ddawton@moore.edu
 - o Toner or ink does not get replaced when it is “low” only when it is “out”
- Check equipment in and out
 - o Wacom tablets and Cintiq pens are to be scanned when given to students and when returned to the print center
- Accept print jobs
 - o Help students to complete the print center job submission form
 - o Accept files for printing and handing out printed files to students

Qualifications

- Familiarity with campus environment is required
- Knowledge of printing and Adobe software is preferred.

Other pertinent information about this position

- Times/days and availability:
 - o Monday – Thursday from 8:30am – 1:30pm or part thereof
 - o Friday 8:30am – 11:30am
 - o Saturday – Sunday 9:00am – 4:00pm

AY 2025-2026 | WORK STUDY POSITIONS IN THE PRINT STUDIO

Reports to: 2D Studio Technician

Department: Fine Arts

Location: Photo Cage (P614)

Contact Person: Amanda Zeilinger, azeilinger@moore.edu – EXT 8571

Photo Cage/Darkroom Student Monitor

Description: Assists the 2D Tech in overseeing the dedicated studio spaces assigned to Photography and Digital Arts (photo cage, lighting studio, and darkroom). Assists students/peers with checking in/out equipment from the photo cage. Keeps the equipment organized, and the spaces safe and functioning.

Requirements:

- Working knowledge of photography processes and equipment best practices
- Able to work directly and professionally with students, faculty, and staff
- Working knowledge of art safety and health hazards in photography
- Ability to prioritize tasks and work effectively
- Ability to work as part of a team and work independently as needed
- Strong organizational skills
- Excellent communication skills
- Knowledge of mixing darkroom chemistry not required, but must be willing to learn
- Lifting 25 lbs. of equipment, occasionally overhead
- Experience with Risograph printing not required, but must be willing to learn

Responsibilities:

- Day-to-day running of the Photo Cage
 - Checking in/out photo cage equipment
 - Guiding students on technical questions and troubleshooting when necessary
 - Regularly checking the moorecollegephotocage email
 - Scheduling lighting studio (P607) reservations when necessary and organizing the studio after it has been used
 - Assist in keeping facilities and equipment in good working order and keeping darkroom, dedicated studios and lab areas clean and functional for student use
 - Close down the Photo Cage at the end of your shift (turn off computer, close cabinets and shutter, lock doors, replace key)
 - Provides students with access to and help with the Risograph printer as needed
- Provide support
 - Help students with any technical questions and demonstrate equipment best practices
 - Assist 2D Tech with any improvement projects for the photo spaces
 - Communicate with the 2D Tech when supplies in studios are running low, or

there's machinery damage/technical issues, or if materials go missing

- Communicate with 2D Tech if you have a scheduling conflict

AY 2025-2026 | WORK STUDY POSITIONS IN Dining Hall

Reports to: General Manager of SAGE DINING SERVICES

Department: Dining Hall

Location: Sarah Peter Hall, Ground floor

Contact Person: Michele O'Neill: email: moneill@sagedining.com

Cafe Barista:

Description:

We are seeking an energetic **cashier/barista** to join our CAFE team. We want someone creative, motivated, and passionate about making great coffee and delicious drinks. In this role, you'll prepare and serve top-quality drinks while ensuring every customer has an excellent experience. You will also be responsible for accurately recording transactions in the register. Making sure your work space is cleaned and well stocked at all times. Previous experience as a barista/ cashier is not needed. We will train the right people. Strong multitasking skills a positive attitude and being reliable is needed for this position.

Responsibilities

- Greet customers as they come to the counter
- Explain menus/drinks as needed
- Take orders while paying attention to details (e.g. preferences of coffee blend, dairy and sugar ratios)
- Prepare beverages following recipes
- Serve beverages and prepared food, like cookies, pastries and muffins
- Receive and process payments (credit cards and student dining dollars)
- Keep CAFE area and equipment clean at all times
- Maintain stock in the cafe
- Check if brewing equipment operates properly and report any maintenance needs
- Comply with health and safety regulations
- Communicate customer feedback to managers and recommend new menu items

Qualifications

- Ability to Multitask
- Able to work in a fast-paced environment
- Detail Oriented
- Ability to follow directions and able to work independently
- Must be reliable

Dining Hall Cashier

Description:

We are seeking a reliable, cashier breakfast, lunch and dinner shifts available

The ideal candidate is comfortable with cleaning and stocking and helping as needed to provide the best service for our community.

We are willing to train the right person, so previous experience is not a requirement.

Responsibilities

- Cheerfully and efficiently expedite and process guest purchases, collect funds, and accurately record transactions.
- Set up, stock, clean, and maintain the server and dining hall.
- Interact cheerfully with SAGE guests and provide service with a smile.
- Set up, clean, restock, and replenish serving lines and stations.
- Adapt to additional duties as assigned by management.
- Record all transactions in the cash register system.

Qualifications

- Ability to keep stations stocked with supplies, product, and service ware.
- Ability to provide excellent customer service with a positive demeanor required.
- Great communication skills.
- Excellent organizational skills.
- Must be reliable & dependable

Food Server:

Description:

We are seeking friendly and reliable people to serve our guest with a big happy smile. Replenish the food linen and communicate needs with the chefs. Keep all food services areas cleaned and stocked at all times. Help with lite prep as needed. Breakfast, Lunch, dinner and weekend shifts available

Responsibilities

- Interact cheerfully with SAGE guests and Team Members and provide service with a smile.
- Clean, restock, and replenish serving lines and stations to ensure our guests enjoy amazing dining experiences.
- Clean all work areas and customer service areas on an ongoing basis.
- Adapt to additional duties as assigned by management.

Qualifications

- Ability to keep stations stocked with supplies, product, and service ware.
- Ability to provide excellent customer service with a positive demeanor required.
- Great communication skills.
- Must be relabel

AY 2025-2026 | WORK STUDY POSITIONS IN STUDENT AFFAIRS

Reports to: Student Affairs Coordinator

Department: Student Affairs

Location: Stahl Hall, Room 103

Contact Person: Sarah Stalter, at sstalter@moore.edu

Office Assistant

Job Description:

The Student Affairs Office Assistant provides general administrative support for Student Affairs staff. Although no administrative experience is required, customer service and communication skills are vital. The main administrative responsibilities include: answering the phone, greeting and directing visitors, responding to general emails and completing special projects as assigned. Office Assistants are expected to act in a mature and appropriate business-like manner and they are required to keep information confidential (FERPA) to protect the privacy of our students.

Responsibilities:

- Direct Students to appropriate offices/staff members
- Answer Student Affairs Phones/relay messages
- Field Questions when necessary
- Assist with events
- Complete projects as assigned
- Special projects may include but are not limited to, designing flyers/signs, organizing parts of the office, and assisting with social media

Qualifications:

- Passion for helping others
- Exceptional customer service skills
- Eligible for Work Study employment at Moore
- Be in good academic standing

Mailroom Assistant

Job Description:

Mailroom Assistant will be responsible for assisting with daily operations mail room, by monitoring and distributing student packages to residents. This role will begin in August 2025 and tentatively conclude in May 2026.

Responsibilities:

- Maintain an inventory of student packages
- Provide customer service to students who are expecting packages
- Organize the package room so that packages are easily accessible for students to pick-up their package
- Assist with package/mail organization at Rittenhouse Hall a couple times a week

Qualifications:

- Passion for helping others
- Exceptional customer service skills
- Eligible for Work Study employment at Moore
- Be in good academic standing

Resource Pantry Assistant

Job Description:

The Resource Pantry Assistant handles the operations of the Resource Pantry. The Resource Pantry includes nonperishable foods, personal care items, school supplies, art supplies, and online resources for Moore students facing basic need insecurities.

Responsibilities:

- Provide a clean, safe, and efficient operation of the Resource Pantry
- Maintain standards of operation procedures
- Manage documents and paperwork including inventory list and log sheets
- Prepare and submit daily/weekly reports
- Keep accurate record of items coming in and out of the Resource Pantry
- Answer questions and take comments and concerns from students, faculty, and staff.

Qualifications:

- Passion for helping others
- Exceptional customer service skills
- Eligible for Work Study employment at Moore
- Be in good academic standing

Commuter Connector Assistant

Job Description:

The Commuter Connector Assistant is a work-study position charged with creating a positive and cooperative atmosphere conducive to the educational and personal development of commuter students and assisting with the management of the new commuter lounge space. This position reports to the Student Life Program Coordinator.

Office Hours:

- 3-5 hours per week, with some additional hours periodically for monthly programming

Responsibilities:

- Administer and manage the commuter discord channel and create opportunities to develop community through online programming.
- Develop monthly in-person programming hosted in the commuter lounge space.
- Maintain/Inventory the commuter lounge space and report issues to the Student Life Program Coordinator.
- Act as a liaison between commuter students and the Dean of Students. Be able to refer students to the appropriate resources when in need of assistance.
- Design flyers/ advertisements for commuter programming through Canva
- Complete other duties, as assigned.

Qualifications:

- Eligible for Work Study employment at Moore
- Be in good academic standing (2.5 GPA or higher)
- Passion for helping others
- Excellent customer service skills

AY 2025-2026 | WORK STUDY POSITION IN THE WOODSHOP

Reports to: 3D Studio Technician

Department: Fine Arts

Location: P38

Contact Person: Bonnie McEachren, bmceachren@moore.edu, EXT 4008

Woodshop Monitor

Description: Monitors and enforces safety protocol in the Woodshop while assisting users. Assists students with checking in/out equipment from the tool room. Keeps equipment organized and clean.

Responsibilities:

- Enforce all safety policies for the Woodshop
- Keep shop equipment and tool room clean and functional
- Assist students with technical questions and equipment operation
- Close down Woodshop at the end of shift (turn off vents, make sure table saws are off, sweep/vacuum equipment, turn off lights)
- Assist faculty when shop is reserved for classroom use
- Communicate with 3D Tech if supplies are low or equipment is damaged

Requirements:

- Previous woodshop experience (educational or professional)
- Working knowledge of woodshop safety protocol, tools, and techniques
- Able to work directly and professionally with students, faculty, and staff
- Strong communication skills
- Strong organizational skills
- Able to lift 25 lbs. of equipment on occasion
- Willing to learn and train on equipment