

ASUO WOMEN'S CENTER**Visual Design Coordinator**

The mission of the ASUO Women's Center is to advocate for the best educational and working environment for the women of the University of Oregon. We accomplish this by working toward societal change, the ending of oppression and by supporting personal growth. The heart of the center's services and programming efforts are the nine coordinator positions.

The Visual Design Coordinator will participate in weekly staff meetings, retreats, meetings with the director and general center efforts. Specifically, the Visual Design Coordinator will design flyers and advertisement for center related events, collaborate with Siren Editor-in-Chief on newsletter layout and update the Women's Center web page (optional).

**CULTURAL FORUM**
**Receptionist
Events Crew Coordinator
Permanent Art Curator - Summer**

This student-run organization brings an array of cultural, social and educational events to the University that reflect the diversity of the student body.

RECEPTIONISTS: Good people skills. Position includes answering phones, taking to people when they come in, copying, computer work, filing, mail.

PERMANENT ART CURATOR: Begins July 1st. Will work with the Visual Art Coordinator to put up art shows in the three galleries (Adell McMillan Gallery, Buzz Coffehouse Gallery and Aperture Photo Gallery). Curator also oversees the EMU's art collection.

EVENTS CREW COORDINATOR: Responsible for putting together volunteer and paid crews for all Cultural Forum events.

BREAK POOL HALL & ARCADE
**Billiards Coordinator
Special Events Coordinators**

If you want to work with a small close-knit student staff where each staff person is responsible for a program or operational area AND want to have fun, consider The Break. Good people skills required.

**EMU FOOD SERVICE**
**Coffee Shop Barristas/Sales Clerks
Convenience Store Sales Clerks
Kitchen Staff
Food Delivery Staff
Office Assistant**

Like schmoozing with the public? Want some top-notch Barista training? EMU Food Services employs over 100 students at a variety of venues, both inside the EMU and across campus. You don't have to have food service experience—we'll train you—but you do need a great smile and a genuine desire to treat our customers like royalty.

Opportunities for promotion are available, with student supervisors running several of our venues.

KITCHEN STAFF: Food preparation, cleaning and dish washing.

FOOD DELIVERY STAFF: Deliver food to EMU food outlets on campus.

OFFICE ASSISTANT: 6 hours weekly, flexible hours. Customer service, data entry, phone, general office tasks. Prefer work study, must have good excel skills.

EMU ADMINISTRATION OFFICE
**Office Assistants/Receptionists
Office Manager for EMU Board of Directors**

The Administration Office is the hub of the EMU. Good people skills required. Office/receptionist/computer skills preferred.

EVENT SERVICES**Crew Members - Summer and Fall**

EMU Event Services provides conference and event assistance to student groups, departments and off campus entities for all non-academic events held at the UO.

We are looking for customer service-oriented students who are friendly team builders to assist with the running of events.

Technical knowledge is a plus but not required. Positions begin at minimum with advancement based on training and knowledge of department systems. You'll learn setup and take down all the needs for large conferences, including as audio/visual equipment. You will also be trained in the running of basic sound systems to complex needs for concerts and lighting systems as well.

With knowledge and experience, crew leadership and event supervision is included in advanced training.

UO CARD OFFICE**Front Counter**

Say cheese! The UO Card office is the place students visit to get their photo ID. Good people skills required. Computer experience a plus.

UO TICKET OFFICE**Ticket Agents**

Get the inside scoop on what's happening in the area entertainment world while gaining "real world" work experience.

Ticket Office Agents sell tickets for a wide variety of events on computerized ticketing systems as well as perform other office duties. If you like interacting with the public and enjoy working in a sometimes fast paced, accuracy important, multi-task environment, this is the place for you.

CHILD CARE & DEVELOPMENT CENTERS**Teacher's Aides**

As a teacher's aid, you will have the chance to work with a dynamic group of toddlers, preschool or school age children who are beginning to explore the world, their creative ideas, and the social world of friends. Because student teachers are a vital part of our teaching staff, we will rely on you to be at work consistently and on time.

Responsibilities: Interact with the children throughout the day; facilitate the activities the kids are interested in; keeping kids safe while they play and learn; lead small group activities created by teachers [maybe by you!]; keep the program running smoothly through the day by doing "household" tasks independently, such as meal preparation and clean-up.

Requirements: An interest in children; a desire to be a team member; be responsible and committed; be able to maintain a consistent work schedule; be patient, playful and flexible.

Attendance at weekly staff training sessions to facilitate communication and consistency among the teaching team and to learn teaching strategy behavior management skills is also required.



EMU JOB FAIR

**TOMORROW
11AM-2PM
EMU LOBBY**

**get your job
for
fall term**