



Administration Office

Accounting Assistant

Scope:

The position serves as an accounting assistant in the Oglesby Union Accounting department. The student must maintain accurate records regarding Union revenues and expenses.

Requirements:

- Current student with at least a 2.5 GPA
- Working knowledge of Microsoft Excel and Word
- Positive attitude and willingness to learn
- Detail oriented
- Team player
- Prior work experience preferred
- Accounting, Finance, and/or MIS majors
- Due to training requirements, preference will be given to applicants willing and able to work for at least three years

Responsibilities:

- File accounting papers, purchase orders, invoices, department ledgers, etc.
- Post inventory, requisitions, sales recaps, etc. to in house accounting system in Excel spreadsheets
- Track and assemble purchase orders
- Assemble monthly ledgers and check for accurate encumbrances and expenses
- Report daily sales for applicable departments via internal form completion
- Notify supervisor of any outstanding encumbrances when appropriate
- Maintain accurate telephone records
- Monitor office supply stock

Hours:

Ten to twenty hours weekly, between the hours of 8:00am and 5:00pm Monday-Friday

Other Information

- Incomplete applications will not be considered.
- To apply visit <https://jobs.fsu.edu>.
- Applicants are required to complete the online application with all applicable information. Applications must include work history and all education details even if attaching a resume.



Administration Office

Education & Assessment Project Assistant

Appointment

This is a Federal Work Study position in the Administration Office of the Oglesby Union. This position reports to the Graduate Assistant for Education and Assessment and the Coordinator for Education and Assessment. The weekly work commitment is 10-15 hours depending on amount awarded by Federal Work Study. Hours for this position will change as needed based on union sponsored and university-wide initiatives taking place.

Essential Responsibilities of the Job

- Participate in union sponsored and university-wide initiatives (i.e. Seminole Sensation Week, Parents' Weekend, Homecoming, Haunted Harvest, Breakfast for a Buck, etc.)
- Conduct survey research and input data for analysis.
- Serve as the receptionist and greeter for the Union Administration Office.
- Assist the Administration Office with various projects including student and full-time staff professional development.
- Assist with the preparation for Café Conversations and D.E.A.L. student sessions (making flyers, ordering food, set-up and clean-up, administering surveys, organizing data i.e. Wrap-Ups).
- Assist the Graduate Assistant for Education and Assessment with special projects.
- Assist Union Administrative staff with projects as needed.
- Other duties as assigned.

Requirements

- Awarded Federal Work Study
- Available to work nights and weekends
- Current student with at least a 2.5 GPA
- Positive attitude and willingness to learn
- Team player
- Working knowledge of Microsoft Excel
- Detail oriented
- Prior work experience preferred



Administration Office

Education & Assessment Assistant

Appointment

This is an OPS (Other Personnel Services) position in the Research and Communications department of the Oglesby Union. This position reports to the Education & Assessment Coordinator.

The weekly work commitment is 15-20 hours.

Essential Responsibilities of the Job

- Conduct survey research and input data for analysis
- Serve as the receptionist and greeter for the Union Administration Office
- Welcome visitors, answer the phone and provide any needed information
- Assist the Assessment & Research Coordinator with special projects
- Assist Union Administrative staff with projects as needed
- Assist the Research and Communications department with various projects including student and full-time staff professional development
- Participate in union sponsored and university-wide initiatives such as Seminole Sensation Week, Parents' Weekend, Homecoming, and Friday Night Union Snapshots
- Other duties as assigned

Requirements

- Current student with at least a 2.5 GPA
- Flexible school schedule preferred
- Positive attitude and willingness to learn
- Team player
- Working knowledge of Microsoft Word and Excel
- Detail oriented
- Available to work some nights and weekends
- Knowledge of events hosted by Oglesby Union
- Prior work experience preferred

An Equal Opportunity/Access/Affirmative Action Employer



Art Center Clerk

Appointment

Students must have been awarded Federal Work Study if they want to work in the Art Center of the Oglesby Union.

The weekly work commitment is 10-15 hours depending on amount awarded by Federal Work Study and the need of the Art Center.

Essential Responsibilities of the Job

In working at the Art Center, one would be asked to have a smiling face while greeting customers and assist them with any questions they may have. Daily duties include loading and unloading kilns, selling Paint a Pot and various other Art Center materials and cleaning and tidying the center. Working at the Art Center allows students with a broad knowledge of the arts and employees can take Art Center classes for free! A good work ethic and attitude is needed here, but this is an enjoyable place to work.

An Equal Opportunity/Access/Affirmative Action Employer



Crenshaw Lanes

Crenshaw Lanes, a twelve lane bowling center located in the Oglesby Union on the campus of Florida State University has been an FSU tradition since 1964. Along with bowling, Crenshaw offers ten full sized billiards tables. The Locker Room, located next to Crenshaw Lanes is a lounge area with tables, chairs and televisions. The Locker Room is also the home to Campus Link, providing internet access and information to students and campus visitors.

Programs include a number of bowling leagues, billiards tournaments, intramurals, parties, cosmic bowling, late night programming and open bowling. Crenshaw Lanes is a popular party spot for student and university groups.

Crenshaw Lanes also serves as the home to the FSU Bowling Team. The bowling team represents FSU nationally in intercollegiate bowling competition and has established itself as one of the elite programs in the country.

Qualifications

- A high school diploma or GED
- Current FSU student with at least a 2.3 GPA

Requirements

- Excellent customer service skills.
- Cash handling positions will require a police background check.
- Available to work nights and weekends

Preferred

- Previous work experience at a bowling or recreational facility.
- Experience working with tools or mechanical equipment.

Other Information

- Flexible work hours based on class schedule.
- Incomplete applications will not be considered.
- \$7.25 an hour depending on experience.
- To apply visit <https://jobs.fsu.edu>.
- Applicants are required to complete the online application with all applicable information. Applications must include work history and all education details even if attaching a resume.

An Equal Opportunity/Access/Affirmative Action Employer



Guest Services

Building Manager

Scope:

The position serves as the manager of the Oglesby Union, Student Services Building and/or the Askew Student Life Center during evening and weekend hours of operation. S/he will provide general assistance to the guests of the Oglesby Union complex. The position manages a staff of several student set-up workers and desk attendants. When necessary, the Building Manager also becomes a “working supervisor” to maintain continuity of service.

Requirements:

- Must have experience with audio-visual equipment.
- Must be able of performing physical labor (i.e., setting tables, chairs, and audio-visual equipment).
- Will work 15-25 hours per week depending on number of shifts.
- Preference will be given to students that have previously worked as a Guest Services Set-up Worker.

Responsibilities:

- Aid the Professional staff of the Oglesby Union in the operation of the various facilities within the Oglesby Union Complex.
- Ensure all evening and weekend student employees are performing their assigned tasks in a timely manner.
- Ensure all meeting, conference, banquet, and event rooms are set in accordance with the guests’ requests, as noted on the Set-Up Worksheet.
- Ensure rooms in the complex are locked and unlock as scheduled.
- Communicate with the Custodial Staff in order to maintain a clean facility.
- Report and record general activity, unusual incidents, injuries, damaged property, or emergencies in a Building Manager Report for each shift.
- Report maintenance and repair needs.
- Clear and secure the complex at closing and to open the facility on weekends.
- Post Room Cards and other types of building activity information sheets in the appropriate locations.
- Ensure that Set-up Workers receive and return their radios during each shift.
- Enforce University and Union policies.
- Perform other duties as assigned.

Hours:

Monday-Friday: 4:00 p.m. to 11:00 p.m. and Saturday-Sunday 10:00 a.m. to 11:00 p.m.



Guest Services

Information Specialist

Scope:

The Information Specialist serves as staff assistants to the Public Functions Coordinator. They provide information about the reservation process, receive, log and return Lost and Found items. They also provide directions to locations within the Oglesby Union and around FSU campus.

Requirements:

- Must be able to work with a minimum of supervision.
- Must display a cooperative spirit with supervisors, coworkers, and guests.
- Must be able to conceptualize oral and written instructions required to set up and break down meeting rooms.
- Experience with answering the telephone and taking messages.
- Customer service background.

Responsibilities:

- Answer the telephone for the department, direct calls and record messages as necessary.
- Assist guests in completing the space request form by asking the necessary questions for assigning space.
- Make copies and send fax messages.
- Be familiar with the University and the Oglesby Union in order to provide guests directions.
- Unlock meeting rooms as necessary.
- Checking out equipment and insure all forms are properly completed.
- Other duties as required.

Hours:

Monday-Friday: 8:00 a.m. – 10:00 p.m. & Saturday-Sunday: 12:00 p.m. – 10:00 p.m.
Maximum of 20 hours weekly.

Other Information

- Incomplete applications will not be considered.
- To apply visit <https://jobs.fsu.edu>.
- Applicants are required to complete the online application with all applicable information. Applications must include work history and all education details even if attaching a resume.



Guest Services

Reservations Specialist

Scope:

The position serves as a staff assistant to the Oglesby Union Public Functions Coordinator. The reservation specialist must make accurate judgments, matching space requests with appropriate facilities.

Qualifications:

- Customer Service experience.
- Computer experience.
- Organized and detailed oriented.
- Must be able to work with a minimum supervision.
- Must be able to conceptualize time segments required and process both oral and written instructions required to set up and break down meeting rooms.

Responsibilities:

- Assign and input reservation requests into the reservation software. Supervisor will review assigned space, when necessary.
- Send out reservation confirmation by E-mail, metered mail, and campus mail once assigned space has been reviewed by supervisor.
- File all confirmed hard copies daily.
- Communicate with guests on telephone, E-mail, and fax.
- Correct and adjust set-up sheets that have been edited for the next day. Distribute set-up sheets.
- Print and distribute Weekly Activity Reports.
- Assist with main reception areas as needed.
- Other duties as directed.

Hours:

Up to 20 hours weekly (except during Semester Breaks), between the hours of 8:00 a.m. and 5:00 p.m. Monday-Friday.

Other Information

- Incomplete applications will not be considered.
- To apply visit <https://jobs.fsu.edu>.
- Applicants are required to complete the online application with all applicable information. Applications must include work history and all education details even if attaching a resume.



Guest Services

Set-Up Worker

Scope:

The Set-Up worker is responsible for setting up tables, chairs, podiums, lecterns and any other furniture that is required for the events that take place on their shift. They are also responsible for setting up any audio-visual equipment such as LCD projectors, projector screens, microphones, sound boards and any other equipment that is required for the events that take place during their shift. They also ensure that all rooms are unlocked for the guests as they arrive to hold their meetings.

Requirements:

- Must be able of performing physical labor (i.e., setting tables, chairs, and audio-visual equipment).
- Preference will be given to candidates that show previous experience in customer service, audio-visual equipment and/or building operations.

Responsibilities:

- Aid the Building Manager and professional staff of the Oglesby Union Complex in the operation of the various facilities with the complex.
- Ensure that all meeting, conference, banquet and event rooms are set in accordance with the guests' requests as noted on the Set-up Worksheet.
- Ensure rooms in the complex are unlocked as scheduled.
- Store all equipment after each event.
- Ensure that all equipment is kept in good, clean working order.
- Ensure radios is picked-up at the beginning of each shift and returned at the end of each shift.
- Help enforce University and Union policies.
- Other duties as required.

Hours:

Shift hours range from 15-25 hours per week depending on availability of hours.

Other Information

- Incomplete applications will not be considered.
- To apply visit <https://jobs.fsu.edu>.
- Applicants are required to complete the online application with all applicable information. Applications must include work history and all education details even if attaching a resume.



Marketing Office

Oglesby Union Writing/English Internship

Description

Internship students are responsible for writing recruitment, promotional, and informational documents for all Oglesby Union departments, programs and activities—catering to FSU students, alumni, and the greater Tallahassee community. Students will work with local and national media in the distribution of such promotional materials as part of our overall print and electronic marketing and advertising initiatives.



Marketing Office

Graphic Designer

Essential Responsibilities of the Job

- Assist with day-to-day marketing and communications activities (include sketching, graphic design, illustrating and mockups).
- Assist with magazines, ads and billboards, website content and all other marketing and promotional materials.

Requirements

- Excellent hands-on experience in a professional environment.
- Excellent written and verbal skills
- Strong editing abilities
- Computer and organizational skills
- Experience with Adobe InDesign, Illustrator and Photoshop
- A minimum of 12 hours a week required



Marketing Office

Graphic Designer

Essential Responsibilities of the Job

- Assist with day-to-day marketing and communications activities (include sketching, graphic design, illustrating and mockups).
- Assist with magazines, ads and billboards, website content and all other marketing and promotional materials.

Requirements

- Awarded Federal Work Study
- Written and verbal skills
- Editing abilities
- Computer and organizational skills
- Some experience with Adobe InDesign, Illustrator and Photoshop
- A minimum of 10 hours a week required



Marketing Office

Web and Media Assistant

Appointment

The Oglesby Union offers an undergraduate non-paid internship or Federal Work Study job for a web/media assistant working towards a degree in an appropriate area of specialization (Communications, Media Production, Media/Communication Studies, Marketing, Advertising, Information Technology, etc.). The weekly work commitment is 10-15 hours depending on amount awarded by Federal Work Study.

The undergraduate media assistant will work with the Oglesby Union Marketing & Communications media specialist and Marketing & Communications Director to communicate the mission and market the programs and services of the Oglesby Union through the use of Internet and media technologies. The candidate should be familiar with editing, social media (Facebook & Twitter, etc.), editing digital photos and take an interest in learning and applying Internet based technologies. Some of the tasks and expectations of the web/media assistant include, but are not limited to the following:

Essential Responsibilities of the Job

- The web/media assistant will work under the direction and supervision of the media specialist in a webmaster role to help maintain the web sites of the units comprising Oglesby Union.
- The web/media intern must be able to follow instructions, adhere to policy guidelines.
- Communicate effectively both orally and in writing, in such areas as Public Relations duties for Oglesby Union events, and writing press releases and scripts for video production.
- Assist with managing Union's event calendaring system.
- Collect content from the various units comprising Oglesby Union to be included on their respective websites. Help develop and maintain content for the Union's web presence.
- Maintain Twitter and Facebook accounts. Work on social media projects and campaigns as assigned.
- Assist with developing electronic marketing strategies.

Requirements

The undergraduate student assistant should be comfortable working with Macintosh and PC computers. Experience with web design and knowledge of Adobe Dreamweaver and Adobe Photoshop is a plus, but not necessary.

The undergraduate web/media assistant must be able to interact and communicate well with other students and represent the department to campus and non-campus groups effectively.

Preference

- Current student with at least a 2.5 GPA
- Prior work experience preferred
- Positive attitude and willingness to learn
- Team player
- Detail oriented
- Available to work nights and weekends

This position is non-paid, except in the case of the student being award Federal Work Study funds.



Union Productions, Club Downunder & Student Activities Center

Student Activities Center is currently fully staffed. However, volunteers are welcome. Below you will find information regarding future possible employment in Student Activities.

Qualifications

- A high school diploma or GED
- Current FSU student with at least a 2.3 GPA

Requirements

- Excellent customer service skills.
- Served on an Oglesby Union Committee(s) such as Homecoming, Student Life Cinema and Union Productions.
- Cash handling positions will require a police background check.
- Available to work nights and weekends

Other Information

- Flexible work hours based on class schedule.
- Incomplete applications will not be considered.
- \$7.25 an hour depending on experience.
- To apply visit <https://jobs.fsu.edu>.
- Applicants are required to complete the online application with all applicable information. Applications must include work history and all education details even if attaching a resume.