

Non-Work Study Jobs on the UNE Biddeford Campus

The following Offices on the UNE Biddeford Campus currently hire or have hired non-work study student employees in the past for a variety of positions. Pay is minimum wage (\$10/hour) and you should contact departments directly for additional information about current job openings, job qualifications, applications and hiring process. Please contact UNE Career Services if we can assist you with creating or updating your resume/cover letter, interview skills, or other assistance with your job search process.

Sodexo Dining Services: Hires students during the academic year as well as over the summer. Sodexo is currently hiring for fall positions (front of the house and back of the house) on the UNE Biddeford Campus for the start of the new school year. Full-time, part-time and per diem positions available for all shifts (First Shift, Second Shift, and Weekends). Sodexo offers 12 months, 10 months, and 9 month positions. Students should contact Food Service Manager, Kurt Bennett, via email anytime over the summer to the start of school. Or at the beginning of the school year, they can contact him by email or come to the dining hall office. Kurt Bennett: Kurt.Bennett@sodexo.com, 207 602-2370, Sodexo Office, lower level Decary Hall.

Ripich Commons Student Building Manager: The Danielle N. Ripich Commons opened in January 2018 and houses the main dining hall, offices, study space, a pub, a game room and a commuter kitchen. The three-story building is open from 7:00 am – 12:00 am, seven days a week. Responsibilities for this position include welcoming guests, providing information about the University, conducting rounds to monitor safety and security, gathering data for reports, following emergency response protocol, and the ability to handle difficult situations when they arise. We are looking for motivated, friendly, attentive, responsible students to help staff the Welcome Desk on the 1st floor and the Solutions Desk on the 2nd floor. Training required. Contact Andrea Perry, Welcome and Solutions Desk Manager at aperry7@une.edu or call (207) 602-2434

Undergraduate Admissions: There are several different opportunities available in the Undergraduate Admissions Office

1) **Graphic Design Intern:**

Assist the Marketing Manager in Undergraduate Admissions with graphic design for print and social media. Weekly hours and flexible schedule. Contact Liz at eprybylo@une.edu to apply. Please share any art and/or relevant experience.

2) **Social Media Takeovers**

Take over Undergraduate Admission's instagram and snapchat account for 30 days. Post photos and video two times daily to the account to show prospective students your #LifeAtUNE. Contact Liz at eprybylo@une.edu to apply.

3) **Marketing Intern:**

Assist Undergraduate Admissions in telling UNE's story on social media by capturing content from around Campus. Creative skills in photography, writing and storytelling desired. 2-5 hours weekly plus 4 weekend days during the school year. Potential for summer work as well. Contact Liz at eprybylo@une.edu to apply.

4) **Tour Guides:**

Undergraduate Admissions typically hires 15 new tour guides in April/May for upcoming academic year. New tour guides will not be hired again until Spring, 2019 for 2019-2020 academic year. Responsibilities include giving walking tours of the Biddeford campus, bringing prospective students to class, providing tours to large groups of middle/high school students, working at admissions events (Open House, Accepted Student Day), working Saturdays and answering questions about UNE for prospective students and families visiting campus, provide event support, and highlight the amazing academic and campus life at UNE. Contact Darcy Flaherty, Director of Undergraduate First Year Admissions, 207-602-2902 or dflaherty2@une.edu.

5) **Student Call Center –**

Undergraduate Admissions typically hires 10 students to work in the student call center. Call Center hours are from 4:30 pm-8:00 pm Monday-Thursday every other week. Typically hours range from 5-10 hours per week. For Call Center positions contact Erin Huntington at ehuntington@une.edu or 207-602-2599.

Alumni Office Phonathon Caller: As a Phonathon caller, you will be working with the Alumni Advancement staff calling alumni, parents and friends of the University to raise money in support of the UNE Annual Fund. Hours available are Monday through Thursday 6pm-9pm. A commitment of 6 hours per week is preferred. Phonathon callers are responsible, comfortable talking on the phone, and can speak enthusiastically about UNE. Contact Ryan Daly, Assistant Director of Annual Giving at (207) 221-4413 or at rdaly1@une.edu for more information.

This is a fun, engaging and team-oriented position! Phonathon callers build competitive marketing and communication skills. Callers also make a difference in student's lives, and taking a position in Phonathon looks great on a resume. Best of all We FEED you often!

Shifts are available both fall and spring semesters, Monday through Thursday 5:30pm-8:30pm. A commitment of at least two shifts per week is preferred.

Applying is easy, please click the link below and download and application and please send it to Ryan Daly, Assistant Director of Annual Giving:

<http://www.une.edu/sites/default/files/PhonathonApplication2016.pdf>

Biddeford Campus Library: Hires typically 5-6 students during the academic year as well as over the summer. Good customer service skills required. Apply at the Library directly through Richard Mathiasen, Information Desk Coordinator at rmathiasen@une.edu or call 207-602-2364.

Facilities: Hires typically 2-3 students during the academic year as well as over the summer. Stop by the facilities office off Pool Street or call (207) 602-2368.

Security: Only hires when positions are available. Contact Skip MaGaw, Assistant Director, at (207) 602-2150 or wmagaw@une.edu for availability and applications.

Life Guards: Very few positions available during the summer and academic school year; must be currently certified in Lifeguarding including CPR/AED for Professional Rescuer and First Aid. Please contact Brian Wallace, *Assistant Director for Student Activities/Organizations: Recreation and Wellness*, bwallace2@une.edu or call 207-602-2768 to inquire about any possible openings.

Conference Services: Hires 10-15 students during the summer months only. Conference Services begins their hiring preparations in February/early March by advertising their summer positions via Facebook and flyers. You may also contact Kelly Alden, Conference Manager, at (207) 602-2137 or kalden@une.edu.

Health Services: Hires students during the summer months only. Call (207) 602-2358 for application and availability.

Also Visit the Career Services Electronic Job Board for any local part-time/full-time opportunities;
<http://www.une.edu/studentlife/biddeford/career/job-listings/jobboard>

Revised August 2018