

Current Work Study Opportunities

Off-Campus Work Study Jobs:

The Whiz Kids: \$12.00

Tutor/Mentor - Whiz Kids is a proactive, one-on-one volunteer, tutoring, and mentoring program that focuses on first through sixth grade students in areas with the highest drop-out rates and lowest socio-economic levels in Oklahoma City. Whiz Kids is both proactive and preventative in nature; targeting inner-city schools and students who are reading below grade level, and who could benefit most from a mentor relationship with a caring adult. There are 34 sites in the OKC metro area.

Boys & Girls Clubs of Oklahoma County: \$11.00

Part-time, generally 2:30pm-6:00pm or 2:00pm-7:00pm Monday-Friday.

*Hours for school site locations. Occasional evening/weekend duties related to events.

Youth Development Professional - Actively supervise Club members in activities inside or outside the facility at all times. Ensure Club members' safety and well-being at all times by adhering to policies and procedures. Promote and stimulate participation in Club programs and activities. Provide guidance, mentorship, and role-modeling to Club members. Effectively implement drop-in activities and/or group programming. Attend and participate in weekly staff meetings. Maintain communication with Site Director and other staff members. Attend every scheduled shift on time and be fully prepared. Complete daily cleaning and maintenance assignments to ensure quality appearance of Club.

Diversion Hub: \$11.00

Administrative Assistant

- Providing a supportive role to operations and programs teams by greeting visitors, clients, volunteers and others at the front reception desk and assisting with clerical tasks (i.e., mail, file folders for intake, making copies, scanning, meeting prep, etc.).
- Providing a supportive donor management role to support the organization, clients, donors, and others.
- Maintaining the donation room in a methodical, systematic manner to ensure organization and cleanliness.
- Assisting the programs staff in providing clothing and hygiene products to clients upon request.
- Ensuring the proper processing of donations.
- Providing other administrative, programmatic, operational and support back-up duties as needed and assigned to ensure that the organizational needs are met and maintained.

Total Life Counseling "TLC" Foundation: \$11.00

New partnership – job description pending

YWCA: \$11.00

YWCA is part of the oldest and largest multicultural women's organization in the nation. YWCA Oklahoma City works to break the cycle and empower new beginnings for victims of domestic violence and sexual assault. General office work – Duties may include answering the phone, filing paperwork, assembling information packets for bulk mailings, printing, folding, and assembling applications and other printed materials, and data entry.

Oklahoma Blood Institute: \$11.00

Receptionist - Provides support to OBI departments while greeting visitors, volunteers, and employees at the front reception desk. Works to aid OBI in increasing donor participation at community drives and donor centers, promoting volunteer communication, and measuring the success of volunteers' experiences.

Equipment Technician - Routine equipment tracking and document management. Assist with the maintenance of accurate inventories, calibration and QC logs, status and location of UltraCrits, thermometers, blood pressure cuffs, emergency boxes, reaction kits and sandbag QC bags for Donor Services. Enter serial numbers into computer tracking system and assist with imait record keeping for Donor Services equipment. File documents and general Office Duties, including printing and adhering bar code labels to equipment. Manufacture sandbag weights for all locations.

IT Intern - Working on projects that include, but not limited to staging, configuration and roll out of new desktops and laptops, taking inbound help desk calls, move and stage IT equipment and hardware, and assist other team members with any one of the more than 20 in-flight IT projects. When possible, project assignments will also be made based on technical aptitude and/or desire to learn a specific area of IT.

Donor CareNecton Support - Make calls to donors for surveying purposes utilizing HemaConnect Systems and scripting. Document the results of calls in computer systems.

RADE Associate 1 - (Review and Data Entry)

Complete and file Donor Registration forms, update donor and patient information within the system, enter eligibility dates into donor records, and review/archive contact information.

Dream Action Oklahoma: \$11.00

Mission statement: "To address the inequities and obstacles faced by immigrant youth and advance the cause of justice for all immigrants through the empowerment of directly affected communities."

Assist the Internship Director, attend weekly meetings, assist with special projects and fundraising activities, and volunteer at DACA (Deferred Action for Early Childhood Arrivals) renewal clinics.

Calm Waters Center for Children and Families: \$11.00

Development & Communications Interns - Operating under the oversight of the Director of Development & Communications, and with a commitment of at least 10 hours a week, the Development and communications intern will gain practical, hands-on public relations, marketing, advertising, social media management and fundraising experience in a non-profit agency.

Work Schedule: between 10 and 20 hours a week.

Calm Waters' business hours are Monday to Thursday: 8:30 a.m. to 5 p.m. and Friday: 8:30 a.m. to 12:30 p.m.

About Calm Waters Center for Children and Families

Calm Waters Center for Children and Families provides free grief support services for children and families on their grief journey caused by death, divorce, or other significant loss. Since opening in 1992, Calm Waters has served more than 40,000 individuals across the Greater OKC Metro Area through Center and School Based Support Groups.

Dale Rogers Training Center: \$11.00

Vocational Trainer – Assist adults with disabilities as they work. Provide instruction and supervision during work-based learning. Provide individual or small group training.

Clerical Worker – Answer telephones, greet guests, other clerical duties as assigned.

Front Desk Aide – Front desk coverage, including reception of guests, signing in and notifying staff, answering phones, provides clerical support.

Remerge: \$11.00

Assist with volunteer coordination for Courage Cookies; help ensure the curriculum materials are ready before each class begins; help coordinate logistics for the program.

Wild Horse Gardens: \$\$11.00

Assist in the management of a community garden and in the operation of a weekly farmer's market. Garden work starts in April, and the market opens in June. The hours for the garden are one garden evening a week, approximately 6 to 9 pm: one market evening a week (Wednesday) from 5 to 8 p.m., Saturday morning market from 7 a.m. to noon. Additional hours may be available for garden work. All work is outdoors. Market work assists in set up of Market and assistance to Garden personnel and market vendors.

Myriad Gardens \$11.00

Assist with many different projects while working with us. Different projects our team needs help with are weeding, mulching, bed clean up, leaf removal, dead heading, pulling tulips, cleaning up the grounds, planting, and watering. You will work alongside one of our horticulturists or at times will be working alone. The shifts we have available are 9AM-12PM Monday-Wednesday and Friday.

Blanchard Chamber of Commerce: \$11.00

Answering phone calls, filing, working events when needed, greeting members and the public. Handing out info about our members when needed.

Tri City Hope Center: \$11.00

Assist families with carrying items to/from their cars. Sort donations of clothing, shoes, toys, etc. Assist with moving donations from storage areas and stock shopping areas.

Hope House \$11.00

Assist in serving children. Partnering with kids making sure they have general supervision and companionship while parents are attending other events through Hope House. Children are provided with food and different forms of entertainment such as toys, books, and music.

***If you currently volunteer for a non-profit organization, you may be eligible to be paid through the Work Study program. Contact Human Resources for more information.

On-Campus Work Study Jobs:

Admissions/ Recruitment/ Registrar's Office: \$10.50

Admissions - Assists the Admissions team with general office duties associated with the Admissions Office. Duties include assisting students with online admission applications, transcript requests, document scanning, etc. A large part of the position involves communicating with students by phone and in person.

Recruitment - Assist with data entry of prospective student contact cards, phone outreach, campus tours as needed, etc. This position requires a lot of interaction with prospective students, both face-to-face and by phone. This position also requires a high degree of accuracy and comfort in handling repetitive computer-related tasks (data entry).

Registrar - Primary duties include scanning and verifying student records into the digital filing database. Other duties may include filing, mail errands, sealing transcript envelopes, and other general clerical/office tasks. Majority of work is done on a computer in an office setting. Strict adherence to federal privacy laws is required. Prefer someone who can work 15-20 hours per week

Student Life Office: \$10.50

The Student Life Assistant serves as a welcoming and helpful first point of contact for the Student Life Office. This role supports student engagement, assists with campus events, and connects students, faculty, and staff to available campus resources. Act as front-line liaison between students and Student Life staff, assist with event set up, facilitation and tear down, answer phone calls and provide needed information, aid students in student organization processes and conduct online training, distribute marketing materials throughout campus daily, other duties as assigned by Student Life.

Business Services: \$10.50

Assist the Business Services team with scanning and filing paperwork. Cashiering and answering phones. Audit student accounts to ensure updated records and billing

Grounds Maintenance: \$10.50

Performs semi-skilled duties required to maintain University grounds. Duties include mowing, weed-eating, watering, planting, picking up trash, general clean-up of facilities, and other assigned duties.

Health Sciences: Diagnostic Medical Imaging: \$10.50

Assist department management with the general operations of the Diagnostic imaging lab. Will perform both clerical/administrative duties (filing, inventory, making copies, receptionist duties) as well as light physical duties (supply stocking and laundry upkeep). If you are enrolled in the Diagnostic Imaging program on campus, there may be a conflict of interest. Please check with HR to make sure you are eligible for this work study position.

Health Sciences: Nurse Science Program: \$10.50

Assist department management with the general operations of the Nurse Science Program. Will perform both clerical/administrative duties (filing, inventory, making copies, receptionist duties) as well as light physical duties (supply stocking and laundry upkeep). If you are enrolled in the Health Sciences program on campus, there may be a conflict of interest. Please check with HR to make sure you are eligible for this work study position.

Horticulture: \$10.50

Perform duties required to maintain horticulture department grounds and greenhouses. Duties include watering, weeding, trash removal, sidewalk sweeping, pulling weeds, labelling plants, and washing used pots. During spring and fall plant sales, duties will include assisting customers with loading their purchases into their vehicles and restocking the greenhouse benches.

Purchasing: \$10.50

General Office work - Assist the department with administrative duties. Will perform both clerical/administrative duties (filing, inventory, making copies, receptionist duties) as well as light physical duties (supply stocking).

Science Department: \$10.50

General Office work - Assist the department with administrative duties. Will perform both clerical/administrative duties (filing, inventory, making copies, receptionist duties) as well as light physical duties (supply stocking). If you are enrolled in a science course, there may be a conflict of interest. Please check with HR to make sure you are eligible for this work study position.

S.T.E.M: \$10.50

Assist department with the general operations. Will perform both clerical/administrative duties (filing, inventory, making copies, receptionist duties) as well as light physical duties (supply stocking).

I.T. Helpdesk: \$10.50

Assist Students, Faculty, and Staff at the helpdesk window to troubleshoot issues and find resolutions. Answer incoming Phone calls and route as necessary. Assist I.T. support techs with day-to-day operations as needed and make outgoing phone calls as directed.

Vet-Tech: \$10.50

Assist department with the general operations. Will perform both clerical/administrative duties (filing, inventory, making copies, receptionist duties) as well as light physical duties (supply stocking and laundry upkeep).

Testing & Assessment Center: \$10.50

Duties include greeting and checking in students or test applicants, monitoring tests, and general office tasks. If you are enrolled in the Paramedicine (EMS) program, Health Science courses, or a math course, there may be a conflict of interest. Please check with HR to make sure you are eligible for this work study position.

Power Transmission & Distribution Technology (PTDT) Department: \$10.50

Assist the PTDT Instructor with a variety of tasks to ensure the smooth operation of the training environment. Responsibilities include:

- Assisting with the setup and movement of equipment and materials as needed
- Sweeping and maintaining cleanliness of the bay floor
- Cleaning and organizing the PTDT storage closet
- Providing general assistance to the instructor with day-to-day tasks and special projects

This role requires reliability, initiative, and a willingness to help wherever needed.

CRM Administrative Assistant: \$14.00

The CRM Administrative Assistant supports the Admissions team by maintaining accurate student records, assisting with data quality initiatives, and contributing to efficient processing of student information. This role plays a critical part in ensuring prospective and current students receive timely and accurate communication and services.

Responsibilities:

- Perform routine data quality checks within the CRM (Slate)
- Run and review predefined queries and reports to identify data issues.
- Maintain confidentiality and compliance with institutional data policies (FERPA).
- Provide general administrative and operational support as needed

Preferred Qualifications:

- Strong attention to detail and organizational skills
- Interest in data management, systems, or higher education operations
- Basic familiarity with spreadsheets (Excel/Google Sheets)
- Ability to follow structured processes and document findings
- Comfortable working with repetitive tasks while maintaining accuracy