

Alumni Relations Student Assistant

Graziadio School of Business & Management: Malibu Campus

Description:

Provide research and data and event management support. Assist with marketing and social media strategies. Conduct internet research. Work with social media strategies and mining. Perform database data research and mining. Perform various challenging projects, as required.

Qualifications:

Must be detail-oriented and organized. 1-2 years of Excel experience. Familiarity with Facebook and LinkedIn platforms a must. Enjoys working with data and performing research.

Salary: TBD

Compensation:

Some transportation time to/from the Malibu campus might be provided, if qualified. Students will be paid bi-weekly through Pepperdine Payroll Office.

Contact Information:

Name: Robin Doty

Phone: (310) 568-5532

E-mail: robin.doty@pepperdine.edu

CFA Stage Technician

Center for the Arts- Back of House Operations: Malibu Campus

Description:

Stage Technicians provide event and production support for events held in Smothers Theatre, Lindhurst Theatre, and Raitt Recital Hall during Center for the Arts presented events and rentals. In addition to event support the Stage Technician will assist with facility maintenance in the technical production areas. Duties for the position include:

- Provide awesome customer service to facility users
- Operate lighting and sound boards
- Assist in lighting focus and setup for events
- Assist in event setup
- Assist in technical equipment maintenance and cleaning
- Provide facility supervision and monitoring during events
- Be available afternoon / evenings and weekends for Summer 2013
- Be open to working a non-standard schedule that changes from week to week
- Be open to working some morning shifts as available and needed
- Other duties as assigned

Qualifications:

- Desire to provide AWESOME customer service
- Open to learning new skills and processes
- Retain information and have the ability to follow specific oral and written instructions
- Familiar with MS Windows and MS Office Products
- Available to work a non-standard schedule including evenings and weekends on a regular basis
- Open to learning about technology and the operation of it
- Ability to work under little supervision
- Have the ability to lift 50lbs. unassisted
- Desired Qualifications (one or more):
- Familiar with theater or event facility operation
- Prior experience with event setup
- Prior experience in a customer service related position

Salary: Pay rate is \$8.00-8.60 and is dependent on current class classification. Position is funded by Departmental Pay/ FWS / PWP as available. Having FWS or PWP is not a requirement for employment.

Compensation: Student workers will be paid bi-weekly through the Payroll Office

Contact Information:

Charlie Matthew

charlie.matthew@pepperdine.edu

310-506-4752

Computer Lab Assistant

Pepperdine Computer Lab, Westlake Village

Description:

Assist the manager of computer lab/library with basic lab functions in a graduate campus environment of full-time working adults. Student employee will set up equipment in classrooms, help Lab Manager with administrative work and check equipment in and out of lab. Employee will assist faculty, staff and students with basic computing and printing issues. Lab hours are 2:30-10:30 Monday-Thursday, 11-7 Friday, 9-5 Saturday.

Qualifications:

Be customer service oriented, know computer basics with willingness to learn more, be quite familiar with pc and mac and Microsoft software. Prefer graduate students in GSBM, Public Policy, or GSEP.

Salary: Student Rate

Compensation: Student workers will be paid bi-weekly through the Payroll Office

Contact Information:

Lotte Cherin

Lotte.cherin@pepperdine.edu

805-379-5803

Crest Associates Student Worker

Pepperdine Crest Associates: Malibu Campus

Description:

Student worker is needed to work part time in the Crest Associates office in the Thornton Administration Center. The Crest office holds events, maintains the lower tennis court facility, processes associates gifts, and publishes a monthly newsletter. Crest student workers are responsible for assisting with general office work, answering phones, making Crest cards, filing, organizing, creating documents in word and excel applications, and assisting with event preparation and check in. Crest student workers interact with Pepperdine Associates and with the local Malibu community and must have excellent social skills and a positive attitude. Position has potential to continue into the summer. Please visit the Crest website at pepperdine.edu/crest for more information on our department.

Qualifications:

At least one year of office work preferred but not required. Familiarity with University and proficiency with Microsoft Word, Excel, and Outlook computer applications; and/or Tennis interest a plus. Must be available some hours between 8 and 5 during week.

Salary: \$8.25-\$9.00 per hour

Compensation: Student workers will be paid bi-weekly through the Payroll Office

Contact Information:

Rhea Neckers

Rhea.neckers@pepperdine.edu

310 506 4745

Equipment Shack Supervisor

Pepperdine University Campus Recreation: Malibu Campus

Description:

The equipment shack supervisor will work in the Outdoor Equipment Shack in the Harilela International Tennis Stadium and/or the Track Shack at the Tari Frahm Rokus Field. Responsibilities include, but are not limited to: assisting with outdoor gear rentals including all paperwork and financial transactions; updating documents and payments logs as necessary; cleaning and inspecting all outdoor gear upon return (setting up tents, washing sleeping bags, airing up balls, etc.); repairing gear as necessary; keeping the shack organized and tidy; attending monthly staff meetings and other duties as assigned.

Qualifications:

Knowledge of and prior experience using outdoor gear (tents, lanterns, camp stoves, etc.) a plus. Experience and passion for outdoor activities necessary. Characteristics essential to this job: a good attitude, responsible, trustworthy, punctual, organized and able to follow directions with attention to details. Must be available for training Saturday 8/31 and/or Sunday 9/1. Prefer students who are able to commit to working for the entire academic year (fall and spring semesters).

Salary: \$8.00/hour

Compensation: Student workers will be paid bi-weekly through the Payroll Office.

Contact Information:

Denton Jones

310-506-6327

denton.jones@pepperdine.edu

Graduate Assistant

Pepperdine Library: Irvine Graduate Campus

Description:

The library is a great place to work! Why? No need to drive anywhere, you're already on campus. Study while you work. Be the first to learn about electronic resources. Make friends while helping other students. Learn about how things get done in the library and become a part of the library staff.

Scheduled hours to be filled include all evenings (except Thursday) 6:30 - 10:30, and Saturdays 9:00AM - 5:00PM

Please attach your resume, and send your resume to toby.berger@pepperdine.edu

Qualifications: None Listed

Salary: \$10-12 Per hour

Compensation: Student works will be paid bi-weekly through the Payroll Office

Contact Information:

Toby Berger

Toby.berger@pepperdine.edu

949 223 2543

Lifeguard

Athletics: Malibu Campus

Description:

Pepperdine Pool needs lifeguards. Must currently be certified in lifeguarding, first aid and CPR for the Professional Rescuer by American Red Cross, American Heart Association or Ellis. Expired Certification will not be accepted. Applicants must be dependable. Must have prior lifeguarding experience.

Qualifications:

Must have current Certifications and prior experience.

Salary: Pay rate starts at \$10.00.

Compensation: Students will be paid bi-weekly through the Payroll Office

Contact Information:

Name: Raleigh Gissell

E-mail: raleigh.gissell@pepperdine.edu

Phone: 310-506-4483

Outdoor Trip Leader

Pepperdine University Campus Recreation: Malibu Campus

Description:

The Outdoor Trip Leader is responsible for developing and leading a comprehensive outdoor trips/clinics/classes program for Campus Recreation. Tasks include pre and post event logistics, equipment and supply preparation, and leading trips. Examples of past trips include backpacking, rock-climbing, skiing, kayaking, and hiking.

Qualifications:

- Previous outdoor leadership experience is desirable
- Background in leading trips/clinics/classes is desirable
- Awareness of safety concerns and risk management
- Experience working in a customer service-oriented environment
- Excellent oral and written communication skills
- First Aid and CPR certification required (provided by Campus Rec)
- Wilderness First Aid and/or Wilderness First Responder preferred
- Must be currently enrolled at Pepperdine University and must maintain a minimum GPA of 2.0 during employment.

Salary: Starting at \$8.00

Compensation: Student workers will be paid bi-weekly through the Payroll Office.

Contact Information:

Denton Jones

(310) 506-6327

denton.jones@pepperdine.edu

Seaver Dean's Office Student Worker

Seaver Dean's Office- Malibu Campus

Description:

- Must mostly perform clerical or data entry tasks and file important documents accordingly
- Must handle phone calls related to university queries
- May also be asked to cover the reception or front desk
- Create and update records in the department databases
- Copy, file, sort and compile various information details
- Expected to maintain the work area in a clean and organized manner
- Adhere to the code of confidentiality in certain cases where discretion should be used
- Must check and verify work and maintain accuracy especially in jobs related to data entry and event planning

Qualifications:

Previous office experience preferred.

Salary: N/A

Compensation: Hourly pay. Students will be paid bi-weekly through the Pepperdine Payroll Office.

Contact Information:

Name: Katy Carr

Phone: (310) 506 6084

E-mail: katy.carr@pepperdine.edu

Special Collections Assistant

Pepperdine University: Malibu Campus

Description:

Complete various tasks and projects related to preservation and organization of rare books and archival materials. Projects may include retrieving and shelving rare books and documents, digitizing photographs and documents, completing inventories, and entering data into special collections databases. This position requires some lifting. Attention to detail, the ability to work independently, and the ability to work carefully with fragile materials are also required.

Qualifications:

Attention to detail. Reliable. Requires reaching, lifting boxes, and pushing carts. Ability to work carefully with fragile materials. Availability must be M-F, 8-5.

Salary: \$8.40

Compensation: Student workers will be paid bi-weekly through the Payroll Office

Contact Information:

Casey Ann Mitchell

Caseyann.mitchell@pepperdine.edu

310 506 6418

Stage Technician

Center For the Arts- Back of House Operations: Malibu Campus

Description:

Stage Technicians provide event and production support for events held in Smothers Theatre, Lindhurst Theatre, and Raitt Recital Hall during Center for the Arts presented events and rentals. In addition to event support the Stage Technician will assist with facility maintenance in the technical production areas.

- Provide awesome customer service to facility users
- Operate Lighting and Sound Boards
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- Assist in technical equipment maintenance and cleaning
- Provide facility supervision and monitoring during events
- Be available afternoon / evenings and weekends for Summer 2013
- Other duties as assigned

Still seeking additional workers to fill positions for the summer. The current focus is afternoon-->Evening including weekends.

Qualifications:

- Desire to provide AWESOME customer service
- Open to learning new skills and processes
- Retain information and have the ability to follow specific instructions
- Familiar with MS Windows and MS Office Products
- Available to work a non-standard schedule including evenings and weeks on a regular basis
- Open to learning about technology and the operation of it
- Ability to work under little supervision
- Have the ability to lift 50lbs. unassisted
- Familiar with theater or event facility operation
- Prior experience with event setup
- Prior experience in a customer service related position

Salary: Pay rate is \$8.00-8.60 ans is dependent on grade. Position is funded by department so PWS is not required, but will accept those candidates who have PWS.

Compensation: Student workers will be paid bi-weekly through the Payroll Office

Contact Information:

Charlie Matthew

charlie.matthew@pepperdine.edu

310-506-4752

Student Shuttle Driver

Pepperdine University Transit Services: Malibu Campus

Description:

Providing safe and reliable transportation to the Pepperdine community!

Qualifications:

Ability to obtain a California license to get a commercial license

Salary: TBD

Compensation: Student workers will be paid bi-weekly through the Payroll Office

Contact Information:

Ted Anaya

Ted.anaya@pepperdine.edu

310 506 4802

Student Worker, Anytime Support

Anytime Support- Pepperdine University: Malibu Campus

Description:

Help provide software and hardware support to staff at Pepperdine. Working knowledge of Windows as well as Apple computers helpful, and/or willingness to learn. Other helpful skills:

- Able to configure smartphones and tablets to access network resources such as email.
- Some experience building or adding hardware components to computers; familiarity with taking desktops or laptops apart, or willing to learn.
- Some experience setting up and configuring peripherals, such as printers, wireless keyboards/mice, etc.
- If you provide 'tech support' to your family, friends, and fellow students, that's a valuable skill.
- Willingness to provide good customer service.

Qualifications:

New and Returning Students.

Salary: \$10.00

Compensation: Student workers will be paid bi-weekly through the Payroll Office

Contact Information:

Joseph Munoz

Jose.munoz2@pepperdine.edu

310 506 7707

Swim Instructor

Athletics: Malibu Campus

Description:

Swim Instructors are needed for our Pepperdine Community Families, as well as surrounding communities, where we provide a high level of inner action with children and adults who require instruction in swimming. The goal for the lesson is to become comfortable in a pool environment or learning strokes proficiently.

Qualifications:

Water Safety Instructor Certificate preferred.

Salary: \$26.00/ hour

Compensation: Students will be paid bi-weekly through the Payroll Office.

Contact Information:

Raleigh Gissell

raleigh.gissell@pepperdine.edu

310 506-6964

310 506-4483

Tech Intern

Pepperdine University: West Los Angeles Campus

Job Description:

The Student Intern position requires working directly with students, staff and faculty members in order to provide technology-related support for basic computer, mobile, and classroom technology. Interns will also routinely clean and organize the computer lab and training room.

Qualifications:

Applicant should be able to resolve minor technical issues and have knowledge of setup and troubleshooting for wireless configurations, printer installations, Outlook configuration, and have a general understanding of Microsoft Office and Mac Operating Systems. Audio/ Visual experience is a plus! Applicant must have good oral and written communication and a positive attitude.

Salary Level: \$10.00

Details: Student Interns must work three, six hour shifts required for up to 20 hours per week.

Compensation: Students will be paid bi-weekly the Pepperdine Payroll Office

Contact Information:

Name: Danielle Buard

Phone: 310 258 2831

E-mail: Danielle.buard@pepperdine.edu

Technology Support

Business Services Technology Support: Malibu Campus

Description:

Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

Qualifications:

Entry Level or higher, with Microsoft Office 2010, Windows 7, computer and hardware troubleshooting, Customer Service skills, Desktop Support experience

Salary: Group 1-2

Compensation: Students workers will be paid bi-weekly through the Payroll Office

Contact Information:

Richard R. Duran

Richard.duran@pepperdine.edu

310 506 6383