Scholarship Service Program Departments

The departments listed below are currently participating in the Scholarship Service Program. A brief description of typical tasks and assignments is listed for each department. Service hours must generally be completed during normal office hours of 8:00 am to 4:30 pm, though a limited number of departments offer some evening or weekend hours. Please visit the Scholarship Service Program website for more information about the SSP.

Click on these headings to jump to that section of the list:
- Special Departments
  - Primarily Physical Tasks
  - Off-Campus Location
  - Separate Application Required
- Standard Departments
  - Departments starting with A B-C D-E F-G H-I J-L M N-O P R-S T-U V-W
- Frequently Asked Questions

Guide to Department Sizes
- Very Small: 1-3 students
- Small: 4-9 students
- Medium: 10-19 students
- Large: 20-39 students
- Very Large: 40 or more students

Special Departments (listed in categories):
The following departments are located off-campus, require primarily physical tasks, or have other special circumstances. Please see below for a list of departments which are located on-campus and require primarily academic or administrative tasks.

Primarily Physical Tasks

I'm One Campus Cleanup Crew
**Supervisor:** Doug Williams  
**Email:** Doug.Williams@mtsu.edu  
**Phone:** (615)494-7800  
**Location:** CAB 205  
**Size:** Small

**Department Description:** Working with the marketing staff in the Tennessee’s Best program to inspire people to want to have the cleanest, prettiest, and best campus in the state. Students serve as “point people” in this Clean Campus campaign and patrol selected areas on campus picking up litter and removing signage that is posted on lampposts, trees, and other areas not approved for signage. Students walk these selected areas twice a week for one hour. These students may also be asked to participate in on-campus advertising consistent with the “non-litter” theme discussing and promoting what everyone can do to make MTSU’s campus the best in Tennessee.

Off-Campus Location (typically no more than a few miles from the main campus)

Academic Outreach/Distance Learning
**Supervisor:** Betty Rinaudo  
**Email:** Betty.Rinaudo@mtsu.edu  
**Phone:** (615)898-5611  
**Location:** Suite K, Maple Leaf Village  
**Size:** Very Small

**Department Description:** General office and clerical work, i.e. label and stuff envelopes, scan records, sort mail, run errands, etc. Preference to students with customer service and computer skills. Preference to Computer Science, HHP, or Nursing Majors.
University College Administration
Supervisor: John Burchfield
Email: John.Burchfield@mtsu.edu
Phone: (615) 898-5804
Location: Suite K, 855 W. College St.
Size: Very Small

Department Description: Students will perform general clerical work. This may include working with documents in MS Office, filing, answering the phone, and directing questions to correct department.

Professional Development and Personal Enrichment
Supervisor: Eve Shockley
Email: Eve.Shockley@mtsu.edu
Phone: (615) 898-5530
Location: Maple Leaf Village, 163A
Size: Small

Department Description: Typical work assignments include Delivery and pick up of mail, Data entry, Making copies, Mailing materials, Answering phones, Sending Faxes, Filing, and Other duties as assigned.

Other departments may have some off-campus positions, as noted below.

Separate Application Required

Athletic Business Office
Supervisor: Brenda Dwyer
Email: Brenda.Dwyer@mtsu.edu
Phone: (615) 904-8134
Location: Murphy Center
Size: Small

Department Description: Accounting majors preferred. Primary duties will be mainly data entry and reconciliations, which will involve use of Microsoft Excel and other systems. Other duties will include maintaining filing systems, making copies, running errands on campus and other activities. Occasional work at night and weekends may be required for athletic events. Interested students should contact the department by e-mail.

Campus Recreation
Supervisor: Shannon Hardebeck
Email: Shannon.Hardebeck@mtsu.edu
Phone: (615) 904-8457
Location: Rec 101
Size: Very large

Department Description: Please visit http://www.mtsu.edu/camprec/employment.php for information about job duties and instructions on how to apply for a position with Campus Rec. Interested students must contact this department directly.

News And Media Relations
Supervisor: Paula Morton
Email: Paula.Morton@mtsu.edu
Phone: (615) 898-2919
Location: Tom Jackson Bldg
Size: Very Small

Department Description: Must have major in Journalism, Public Relations, or English; excellent writing skills required. Student will also run errands and operate basic office machines, such as fax and copier. Attendance at weekly meeting required. Interested students must contact this department directly.

Standard Departments (listed in alphabetical order):
The following departments are located on-campus or within easy walking distance, require primarily academic or administrative tasks, and do not have any special application requirements. Please see above for a list of departments which are located off-campus, require primarily physical tasks, or have application requirements.

Accounting
Supervisor: Violet Rigsby
Email: Violet.Rigsby@mtsu.edu
Phone: (615) 898-2558
Location: BAS N425
Size: Medium

Department Description: Students work for professors, sorting files, copying documents, and performing other tasks as requested.
Adams Chair of Excellence
Supervisor: Jeannie Paul
Email: Jeannie.Paul@mtsu.edu
Phone: (615)494-8919
Location: Ezell 105B
Size: Small

Department Description: Students are involved in typing, copying, running errands, picking up mail, assisting with mailings, making phone calls, administering and compiling surveys, information gathering, and other duties, particularly for grant projects. Students majoring in Computer Science, HPERS, or Nursing are preferred.

Administrative & Business Services
Supervisor: Susan Bratcher
Email: Susan.Bratcher@mtsu.edu
Phone: (615)898-2088
Location: CAB 114
Size: Very Small

Department Description: Processing mail, answering phone calls, typing memos, photocopying, scanning, running errands, and helping in the office.

Admissions
Supervisor: Nathan Haynes
Email: Nathan.Haynes@mtsu.edu
Phone: (615) 898-5484
Location: SSAC 135
Size: Small

Department Description: Students are involved in the application processing area, alphabetizing, filing, answering a switchboard, assisting in the reception area, mass mailings, transporting mail to the campus post office, running errands, conducting campus tours, and other general office work.

Aerospace
Supervisor: Mary Lou Cornett
Email: MaryLou.Cornett@mtsu.edu
Phone: (615)494-8623
Location: BAS S211
Size: Medium

Department Description: Students make post office runs, do photocopying, make deliveries on campus, monitor the computer lab, and perform general office work. Aerospace majors are preferred.

Agribusiness
Supervisor: Debbie Strobel
Email: Debbie.Strobel@mtsu.edu
Phone: (615)898-2523
Location: SAG 100
Size: Medium

Department Description: Daily activities may include grading papers, distributing mail, sorting files, copying documents, running errands on campus, and performing other tasks as requested. Students with availability on Tuesdays may request assignment to the milk processing plant (on campus, SAG). Positions also available at the Horse Science Center, which is located off-campus. Call 898-2523 for more info. Agribusiness and Agriscience majors are preferred.

Albert Gore Research Center
Supervisor: Jim Havron
Email: Jim.Havron@mtsu.edu
Phone: (615)898-2632
Location: Todd 128
Size: Small

Department Description: Preference for workers with strong general computer skills, particularly in MS Word or audio/video editing. Hands-on experience working with historical materials in a university archive a plus. Under the supervision of the archivist, students will transcribe and create logs from audio tapes, scan photographs, and make photocopies. Students may also assist in the organization and processing of historical collections or digitization of audio-visual material. Great for history students or those interested in photography, film/video, or other audio-visual related fields.

Alumni Relations
Supervisor: Lynn Adams
Email: Lynn.Adams@mtsu.edu
Phone: (615)898-2922
Location: Alumni 202
Size: Very Small

Department Description: Students do basic office work: photocopying, assisting with inventory, completing Homecoming tasks (such as putting together packets or grab bags for our alumni, honorees, and guests), filing, errands, assembling packets, and sending out mailings.
Ann Campbell Early Learning Center
**Supervisor:** Robyn Ridgley  
**Email:** Robyn.Ridgley@mtsu.edu  
**Phone:** (615)898-2837  
**Location:** 206 Baird  
**Size:** Medium  
**Department Description:** Working with the children in the room, making copies, working on the PECS system and various other jobs, making lunches, sitting with the children during nap time.

Art
**Supervisor:** Brenda Johnson  
**Email:** Brenda.Johnson@mtsu.edu  
**Phone:** (615)898-2455  
**Location:** Todd 227C  
**Size:** Medium  
**Department Description:** Students work in the slide library, with teachers, or do filing.

Athletic Communications
**Supervisor:** Olivia Walter  
**Email:** olivia@goblueraiders.com  
**Phone:** (615)898-5270  
**Location:** Murphy G099  
**Size:** Small  
**Department Description:** Students help with research projects, compiling newspaper articles, and various other jobs. Mass Communications and Journalism majors are preferred.

Athletic Ticket Office
**Supervisor:** James Kentfield  
**Email:** James.Kentfield@mtsu.edu  
**Phone:** (615)898-5198  
**Location:** Stadium Gate 1A  
**Size:** Very Small  
**Department Description:** Students sell tickets via a computer software program. Must be available to work ALL home football games during the fall semester, in addition to some office hours. During spring semester, will work a minimum of 8 baseball games, in addition to office work.

Athletics
**Supervisor:** Cathy Huehls  
**Email:** Cathy.Huehls@mtsu.edu  
**Phone:** (615)898-2452  
**Location:** Murphy Ctr 150A  
**Size:** Medium  
**Department Description:** Answering phones, filing, making copies, mail delivery and check in of UPS packages (in department and across campus), light typing at times, helping with large mail outs, running errands, and other general office tasks.

Audio Visual Services--Equipment
**Supervisor:** Elisabeth Taylor  
**Email:** Elisabeth.Taylor@mtsu.edu  
**Phone:** (615)898-2951  
**Location:** LRC 101Q  
**Size:** Very Small  
**Department Description:** Tasks may include lifting, pulling cables, climbing ladders, some renovation and construction.

Audio Visual Services--Television
**Supervisor:** Jenny Marsh  
**Email:** Jenny.Marsh@mtsu.edu  
**Phone:** (615)898-2737  
**Location:** LRC 104A1  
**Size:** Small  
**Department Description:** This department is a complete television production/post production facility. Tasks may include assisting professional staff in all facets of TV production, including live telecasts, studio recording, remote production and post production. Additionally, students will be assigned general office tasks and errands. Training on day-to-day operations is provided. Electronic Media majors are preferred.

Biology
**Supervisor:** Virginia McKnight  
**Email:** Virginia.Mcknight@mtsu.edu  
**Phone:** (615)898-2847  
**Location:** SCI 2044  
**Size:** Large  
**Department Description:** Assisting faculty with lab set up preparation and organization, copying materials, creating and monitoring databases, Assisting the departmental office staff by serving as receptionist. Monitoring the departmental computer lab. Biology or science majors are preferred.
Business & Economic Research Center
Supervisor: Murat Arik
Email: Murat.Arik@mtsu.edu
Phone: (615)898-2610
Location: BAS N216
Size: Small

Department Description: Please contact the department at 898-2610 for information about job duties.

Business Communication & Entrepreneurship
Supervisor: Jaye Kiblinger
Email: Jaye.Kiblinger@mtsu.edu
Phone: (615)898-2902
Location: BAS N429
Size: Very Small

Department Description: Copying, filing, previewing online papers (after a training period), some possible grading of papers, general office work.

Campus Planning
Supervisor: Anne Maples-Vaught
Email: Anne.Maples-Vaught@mtsu.edu
Phone: (615)898-5038
Location: HOB 131
Size: Very Small

Department Description: Student will assist with general office tasks and running errands. Assist in plans room and sample library. These tasks may include moving and filing of plans, mylars and FFE samples. Assist Project Managers with filing and documentation tasks for Capital Projects. Students with AutoCAD experience may create and edit simple drawings. AutoCAD experience preferred but not required.

Campus School
Supervisor: Amanda Couch
Email: coucha@rcschools.net
Phone: (615)898-5137
Location: Campus Sch
Size: Small

Department Description: Students work in the classroom grading papers and doing bulletin boards.

Career Development Center
Supervisor: Kim Collins-Vest
Email: Kim.Vest@mtsu.edu
Phone: (615)898-5467
Location: KUC 328
Size: Very Small

Department Description: Event Management: assisting with implementation of career fairs; Marketing: promoting services and programs to students, faculty, staff, and employers; Data Entry: updating employer database and online job postings; Customer Service: answering phones and providing information to visitors.

Center for East and South Asian Studies (CESAS)
Supervisor: Guanping Zheng
Email: Guanping.Zheng@mtsu.edu
Phone: (615)898-8696
Location: Peck Hall 106
Size: Very Small

Department Description: Initiating and leading projects that are beneficial to the CESAS' language and cultural missions. Assisting the Director and Coordinator in Japanese/Chinese/English translation for visitors, students, and documents. Hosting guests, students, and professors. Assisting with administrative or clerical duties and with department functions and activities. Must have previous experience with Asian languages (Chinese, Japanese, Korean, etc) or be studying such languages. Some art/design experience preferred.

Center for Student Involvement and Leadership
Supervisor: Penny Nichols
Email: Penny.Nichols@mtsu.edu
Phone: (615)898-5242
Location: Student Union 330
Size: Medium

Department Description: Students help process paper work, answer phones, and work at the front desk. Students also actively participate in events, promotions, and activities hosted by the Center for Student Involvement and Leadership.
Chair of Insurance
Supervisor: Emily Zietz
Email: Emily.Zietz@mtsu.edu
Phone: (615)898-5618
Location: BAS N309
Size: Medium

Department Description: Type materials, reports, examinations, articles, and other material as assigned; Perform functions such as checking the mail, filing documents, and organizing photographs; Retrieve information for research projects; Answer phone and greet visitors.

Chemistry
Supervisor: Kathy Green
Email: Katherine.Green@mtsu.edu
Phone: (615)898-5629
Location: DSB 239
Size: Large

Department Description: Students may perform the following tasks: grade tests/quizzes, copy, assist with research, monitor the computer lab, post announcements, answer the phone, file and organize archived information, deliver paperwork to other campus offices, pick-up/deliver mail to campus post office, etc.

College of Basic & Applied Sciences
Supervisor: Marlene Lawson
Email: Marlene.Lawson@mtsu.edu
Phone: (615)898-5419
Location: SCI 1018
Size: Very Small

Department Description: Job duties include filing, typing (using Word and Excel), running errands, copying and collating materials, occasionally completing internet searches for data.

College of Behavioral & Health Sciences
Supervisor: Linda Hall
Email: Linda.Hall@mtsu.edu
Phone: (615)898-2900
Location: CKN N251
Size: Very Small

Department Description: Job duties include filing, typing, running errands, copying, scanning, help Academic Advisor prepare for CUSTOMS & recruiting sessions.

College of Business
Supervisor: Angie Price
Email: Angie.Price@mtsu.edu
Phone: (615)898-2764
Location: BAS N219
Size: Very Small

Department Description: Students do basic office work such as photocopying, answering phones, greeting visitors, filing, and running errands. Some students may be asked to help advisors make file folders, look up or input information in Banner, and help with CUSTOMS preparations.

College Of Education
Supervisor: Pat Grimes
Email: Pat.Grimes@mtsu.edu
Phone: (615)898-2874
Location: COE 202
Size: Very Small

Department Description:

Computer Information Systems
Supervisor: Darlene Fults
Email: Darlene.Fults@mtsu.edu
Phone: (615)898-5055
Location: BAS N333
Size: Medium

Department Description: Students do clerical work in the office, and various academic/clerical jobs and projects for the departmental faculty. Some students will be assigned to off-campus locations. Computer Science or Computer Information Systems majors are preferred.

Computer Science
Supervisor: Michelle Higdon
Email: Michelle.Higdon@mtsu.edu
Phone: (615)898-2575
Location: KOM 306
Size: Medium

Department Description: Students do office work such as answering the telephone and greeting visitors, copying, errands, and grading or computer input for faculty.
Concrete Industry Management  
**Supervisor:** Sally Bradford  
**Email:** Sally.Bradford@mtsu.edu  
**Phone:** (615)898-7658  
**Location:** VET 114  
**Size:** Very Small  

**Department Description:** Light grading, copying, run campus errands, help set up for Industry meeting, golf event, some computer work. Possible clean-up work in the CIM concrete lab.

Counseling and Testing Services  
**Supervisor:** Dayla Jernigan  
**Email:** Dayla.Jernigan@mtsu.edu  
**Phone:** (615)898-2863  
**Location:** KUC 107  
**Size:** Very Small  

**Department Description:** Duties may include answering the phone, helping walk-ins, proctoring exams, using the computer, and completing other duties as assigned.

Creative & Visual Services  
**Supervisor:** Kara Hooper  
**Email:** Kara.Hooper@mtsu.edu  
**Phone:** (615)494-8693  
**Location:** Fairview 130  
**Size:** Small  

**Department Description:** Students will help with many aspects of office work, including filing, welcoming customers, answering the phone, running occasional errands, keeping track of supplies and other clerical tasks. Skilled students may also be trained to operate the large-format printer, enter information in the photo database, print photos or support the university photographers. Depending on the interests and skills of the student, there may be opportunity for basic layout and graphic design work, as well.

Criminal Justice  
**Supervisor:** Shelly Hidgon  
**Email:** Shelly.Hidgon@mtsu.edu  
**Phone:** (615)898-2630  
**Location:** Jones Hall 223  
**Size:** Small  

**Department Description:** Basic office duties including, but not limited to, answering phones, greeting visitors, copying, running errands on campus, and moving items up and down stairs. Most students in this department will not be Criminal Justice majors, due to privacy concerns.

Dance  
**Supervisor:** Marsha Barsky  
**Email:** Marsha.Barsky@mtsu.edu  
**Phone:** (615)494-7904  
**Location:** Murphy G040  
**Size:** Very Small  

**Department Description:** Assisting with grading (as appropriate), general clerical/office duties, posting of student information to bulletin boards, mail pick up, organizing costume area and costuming (if within skill range). Preference to students with ability to do basic costuming work, but will accept any industrious student.

Disabled Student Services  
**Supervisor:** Kevin States  
**Email:** Kevin.States@mtsu.edu  
**Phone:** (615)898-2783  
**Location:** KUC 120  
**Size:** Very Large  

**Department Description:** All student workers work with students with disabilities. Disabilities range from visible to invisible and include but are not limited to learning, chronic health, psychological, mobility, hearing, and vision. Student workers will be primarily responsible for working as a test proctor. In this capacity, the student worker will maintain the integrity of the instructor’s exam while providing the approved testing accommodation. Opportunities are available to work with adaptive exercise equipment, in the office in a customer service or filing clerk position, and on special projects. Training in all areas is available.

Dyslexic Studies  
**Supervisor:** Sharon Farmer  
**Email:** Sharon.Farmer@mtsu.edu  
**Phone:** (615)898-5642  
**Location:** DYS 108  
**Size:** Very Small  

**Department Description:** Duties include the following: Answer phones, greet visitors/clients, photocopy, shred, assemble packets, file, on-campus mail delivery, and mailings. May be asked to assist with research projects, retrieve journal articles, assist with data entry, and compile evaluation scores.
Economics & Finance
Supervisor: Gina Poole
Email: Gina.Poole@mtsu.edu
Phone: (615)898-5749
Location: BAS N329A
Size: Small

Department Description: Please contact the department at 898-2520 for information about job duties. Business majors are preferred.

Education Abroad
Supervisor: Tiffany Bickers
Email: Tiffany.Bickers@mtsu.edu
Phone: (615)904-8117
Location: PH 207
Size: Small

Department Description: Students will work with MTSU students who wish to study abroad and international exchange students. Tasks include: Reception, answering phones, copying, filing, campus advertising, data-entry, creating file folders, and providing assistance at fairs and orientation meetings. Preference to students who are study abroad returnees, Global Studies majors/minors, Foreign Languages and Literatures majors/minors, and International Relations majors/minors.

Educational Leadership
Supervisor: Kathy Jones
Email: Katherine.Jones@mtsu.edu
Phone: (615)898-2331
Location: COE 314A
Size: Very Small

Department Description: Students are involved in daily activities such as typing, copying, organizing, answering the phone or running errands. May be assigned to work with a faculty member or work in the main office.

Electronic Media Communication
Supervisor: Irma Melton
Email: Irma.Melton@mtsu.edu
Phone: (615)898-5628
Location: COMM 250
Size: Large

Department Description: Students file, make copies, run errands across campus, type, work on projects, and do some work as a lab assistant.

Elementary & Special Education
Supervisor: Linda Copciac
Email: Linda.Copciac@mtsu.edu
Phone: (615)898-5016
Location: COE 314-I
Size: Small

Department Description: Students main job is to assist professors and secretaries with various tasks, including copying, typing, shredding, dusting, mail, running errands etc.

Engineering Technology
Supervisor: Jennifer Tweedie
Email: Jennifer.Tweedie@mtsu.edu
Phone: (615)898-5009
Location: VET 143
Size: Large

Department Description: Office positions involve making copies, typing, dusting, standard office work, monitoring and cleaning computer labs, and grading blue print drawings.

English
Supervisor: Regina Nelson
Email: Regina.Nelson@mtsu.edu
Phone: (615)898-5644
Location: PH 302
Size: Small

Department Description: Duties include distributing mail in faculty/staff mailboxes, making copies, alphabetizing and filing, delivery/pick-up of on-campus correspondence, stocking copy paper, and maintaining the mailroom with necessary supplies for daily operations.
Financial Aid Office
Supervisor: Barbara Sensing
Email: Barbara.Sensing@mtsu.edu
Phone: (615)898-5454
Location: SSAC 260
Size: Very Small

Department Description: Most students are involved in filing. Some students may be assigned to specific staff and may complete tasks such as answering the phone, assisting with paperwork and data entry, and complete other special assignments.

Financial Services
Supervisor: Philip Smith
Email: Philip.Smith@mtsu.edu
Phone: (615)898-2861
Location: CAB 201
Size: Very Small

Department Description: Work with bank reconciliation and purchasing card compliance areas. Review monthly purchases to see if they are compliant with MTSU and TBR policies. Review bank data and reconcile finance transactions. Assist with database design and website maintenance. Preference to accounting, computer science, or computer information systems majors.

Foreign Languages
Supervisor: Ruth Watson
Email: Ruth.Watson@mtsu.edu
Phone: (615)898-2981
Location: BDA 301
Size: Small

Department Description: Students will work in the language lab and help the students on the computers.

Forensic Institute for Research
Supervisor: Laurie Burger
Email: Laurie.Burger@mtsu.edu
Phone: (615)898-2221
Location: JH 311
Size: Very Small

Department Description: Students answer the phone, do filing, administrative support, and assist with mail. They also do data entry and complete other special assignments, such as photocopying, assembling packets, sending out mailings, and preparing office for trainings and meetings.

Geosciences
Supervisor: Karen Wolfe
Email: Karen.Wolfe@mtsu.edu
Phone: (615)898-2726
Location: KOM 325B
Size: Medium

Department Description: Students help in the labs with copying, grading papers, running errands, and in the office with copying, grading papers, running errands, and assembling exams. Every major accepted; major in geoscience is not required.

Global Studies
Supervisor: Natasha DeLeon
Email: Natasha.Deleon@mtsu.edu
Phone: (615)494-7744
Location: Peck 217
Size: Small

Department Description: Students will complete work such as designing and posting fliers. Need someone with flexible hours.

Health and Human Performance
Supervisor: Missy Mullins
Email: Missy.Mullins@mtsu.edu
Phone: (615)898-2886
Location: MC 123
Size: Medium

Department Description: Duties to include: Light clerical, filing, answering phones, on campus deliveries/errands, copying, assisting with special projects, binding, laminating, data entry, assist faculty/ staff and students, assist with equipment maintenance and check out and other similar duties as assigned.
**History**  
*Supervisor:* Billie Jean Brown  
*Email:* BillieJean.Brown@mtsu.edu  
*Phone:* (615)898-2631  
*Location:* PH 223  
*Size:* Small  

**Department Description:** Students take items to the library and run various other errands, distribute mail to faculty mail boxes, update departmental bulletin boards, and update faculty directory. Some work for professors doing tasks such as recording grades and making copies.

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**Housing and Residential Life**  
*Supervisor:* Joyce Vaughn  
*Email:* JM.Vaughn@mtsu.edu  
*Phone:* (615)898-5396  
*Location:* Gracy 114  
*Size:* Large  

**Department Description:** Students may perform duties in the office such as running errands, picking up mail, filing, answering the phone. May also work at the front desk in halls answering phone, talking with students and parents, and assisting area coordinators.

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**Human Resources**  
*Supervisor:* Kim Taylor  
*Email:* Kimberly.Taylor@mtsu.edu  
*Phone:* (615)898-2929  
*Location:* Ingram 204  
*Size:* Small  

**Department Description:** Handling confidential information. Heavy filing at least twice a month for payroll & benefits & employment. Front desk coverage. Answering phones & directing people. Heavy shredding at times. Helping applicants fill out employment applications. Run errands as needed. Be reliable.

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**Human Science**  
*Supervisor:* Melissa Brewington  
*Email:* Melissa.Henson@mtsu.edu  
*Phone:* (615)904-8076  
*Location:* LRC 136  
*Size:* Medium  

**Department Description:** Duties may include copying, filing, running errands on campus, shredding, grading, or other tasks. Some students are assigned to specific faculty and some work at the front desk.

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**Information Technology**  
*Supervisor:* Robin Jones  
*Email:* Robin.Jones@mtsu.edu  
*Phone:* (615)898-2214  
*Location:* CAB 3  
*Size:* Small  

**Department Description:** Duties may include working in the network area, classroom support area, or clerical work in the front office. Please contact the department at 898-2512 for information about job responsibilities.

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**James E. Walker Library**  
*Supervisor:* Jackie Morton  
*Email:* Jackie.Morton@mtsu.edu  
*Phone:* (615)898-5462  
*Location:* Walker 473  
*Size:* Very Large  

**Department Description:** Duties are dependent on department placement within library. May include tasks such as shelving books, checking out books, assisting patrons with locating materials, or assisting with processing new books for circulation. Tasks may be detail-oriented.

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**Journalism**  
*Supervisor:* Tonya Dowd  
*Email:* Tonya.Dowd@mtsu.edu  
*Phone:* (615)898-2814  
*Location:* COMM 249  
*Size:* Small  

**Department Description:** Duties such as filing, sorting mail, and making copies.

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**Liberal Arts**  
*Supervisor:* Anjali Sarvaria  
*Email:* Anjali.Sarvaria@mtsu.edu  
*Phone:* (615)898-2534  
*Location:* Todd 231  
*Size:* Small  

**Department Description:** Please contact the department at 898-2534 for information about job duties.
Liberal Arts Advising
Supervisor: Peggy Slater
Email: Peggy.Slater@mtsu.edu
Phone: (615)898-2787
Location: Todd 223
Size: Small

Department Description: Students will perform general clerical work including greeting visitors, answering phones, making student appointments, making copies, filing, data entry, etc.

Management & Marketing
Supervisor: Donna Gunter
Email: Donna.Gunter@mtsu.edu
Phone: (615)898-2736
Location: BAS N121
Size: Small

Department Description: Students will work with faculty members to help with various jobs (alphabetizing, filing, shredding, copying, etc.)

Marketing & Branding Office
Supervisor: Rob Janson
Email: Rob.Janson@mtsu.edu
Phone: (615)494-7715
Location: CAB 205
Size: Very Small

Department Description: Serving as the office receptionist, answering the telephone and answering questions of office visitors. On occasion work with the Executive Director on office marketing projects, that may include computer work, presentation materials, etc.

Mass Communications
Supervisor: Lisa McCann
Email: Lisa.Mccann@mtsu.edu
Phone: (615)898-5872
Location: COMM 247
Size: Small

Department Description: Duties may include the following: Filing, Answering phone and taking messages, Receiving and sending faxes, Greeting visitors, Giving tours, Making copies, Updating forms, Managing mail, Assisting staff and other departments as necessary.

Mathematics
Supervisor: Gail Crips
Email: Gail.Crips@mtsu.edu
Phone: (615)898-2669
Location: KOM 223D
Size: Small

Department Description: Students are placed with faculty doing things such as grading and office work.

Military Science
Supervisor: Nancy Garner
Email: Nancy.Garner@mtsu.edu
Phone: (615)898-2470
Location: ForHall1
Size: Very Small

Department Description: Students do basic office work: photocopying, assisting supply tech with inventory (such as counting uniforms, boots, etc.), filing, errands such as picking up mail, assembling packets, and sending out mailings.

Mteach
Supervisor: Stephanie Steiner
Email: Stephanie.Steiner@mtsu.edu
Phone: (615)494-8673
Location: CKNB 123
Size: Very Small

Department Description: Managing materials and supply closet, photocopying, helping students get lesson materials together, assisting with practice teaching, general clerical work, assist Master Teachers and office staff as needed. Preference to Mathematics or Science Education majors and students who are enrolled in the Mteach program.

MTSU Child Care Lab
Supervisor: Nancy James
Email: Nancy.James@mtsu.edu
Phone: (615)898-2970
Location: CSB
Size: Medium

Department Description: Assist teachers with supervision of classroom and playground, assist with activity preparation, help implement activities according to lesson plans and for special events, assist serving meals/snacks, and interact with children.
Music  
**Supervisor:** Connie Bowrey  
**Email:** Connie.Bowrey@mtsu.edu  
**Phone:** (615)898-2469  
**Location:** WMB 150  
**Size:** Medium  

**Department Description:** Please contact the department at 898-2469 for information about job duties.

New Student and Family Programs  
**Supervisor:** Ilene Hale  
**Email:** Ilene.Hale@mtsu.edu  
**Phone:** (615)898-2454  
**Location:** KUC 326  
**Size:** Medium  

**Department Description:** Student responsibilities include answering phones, filing papers, and sometimes running errands on campus.

Nursing  
**Supervisor:** Brenda Puckett  
**Email:** Brenda.Puckett@mtsu.edu  
**Phone:** (615)898-2447  
**Location:** CKNB 247A  
**Size:** Small  

**Department Description:** Students will deliver documents to other offices, assist with filing and shredding documents, research data on the internet, make copies of tests or other documents, input data, answer telephone, monitor computer labs, and complete other tasks. This department prefers not to have nursing majors, for privacy reasons.

Office of Judicial Affairs and Mediation Services  
**Supervisor:** Laura Sosh-Lightsy  
**Email:** Laura.Lightsy@mtsu.edu  
**Phone:** (615)898-2750  
**Location:** KUC 208  
**Size:** Very Small  

**Department Description:** Students will be responsible for answering telephones, making copies, filing case files, shredding, running campus errands, and other basic office duties.

Philosophy  
**Supervisor:** Terri Ferrell  
**Email:** Terri.Ferrell@mtsu.edu  
**Phone:** (615)898-2907  
**Location:** JUB 302  
**Size:** Very Small  

**Department Description:** Students assist in the main office with office-type work, and occasionally run errands.

Physics  
**Supervisor:** Donna Wolke  
**Email:** Donna.Wolke@mtsu.edu  
**Phone:** (615)898-2130  
**Location:** WPS 219  
**Size:** Small  

**Department Description:** Duties may include the following: Web searches or data entry on a computer, Use of a typewriter, copier, scanner, or shredder, On-campus deliveries, Mail delivery and pickup, Answering the phone and taking messages, Grading multiple choice. Students with advanced skills may be asked to perform tasks such as reformating web page content or backing up computer files.

Political Science  
**Supervisor:** Pamela Davis  
**Email:** Pam.Davis@mtsu.edu  
**Phone:** (615)898-2708  
**Location:** PH 209  
**Size:** Medium  

**Department Description:** Duties include performing research on the internet, picking up deliveries, library runs, filing, and form mailing.

Printing Services  
**Supervisor:** Christy Weir  
**Email:** Christy.Weir@mtsu.edu  
**Phone:** (615)898-5295  
**Location:** 1756 Greenland Dr., PSB 100  
**Size:** Very Small  

**Department Description:** Answering telephones, filing, helping customers, helping in shop when needed (ex.: stuffing binders or folders, inserting, checking mail, etc.)
Psychology
Supervisor: Cotonya Malone
Email: Cotonya.Malone@mtsu.edu
Phone: (615)898-2706
Location: JH 103
Size: Very Small

**Department Description:** Most of our workers do basic office work: photocopying, returning tapes to LRC, errands and stuffing envelopes for mail outs. Others assist faculty with research, data entry and answering phones.

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READ 1000 Student Assistants
Supervisor: Georgann Ross
Email: GA.Ross@mtsu.edu
Phone: (615)898-2019
Location: KOM 125
Size: Small

**Department Description:** Undergraduate assistants work in the READ 1000 classes with the instructor and graduate teaching assistants as part of the instructional team. Their primary responsibility is grading students’ multiple choice exercises as soon as students complete them. Because they are scheduled to work in the classes with students it is imperative that they are encouraging, responsible, prompt, and committed individuals. This is a great job for anyone who is interested in education or helping professions.

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Recording Industry
Supervisor: Dana Potter
Email: Dana.Potter@mtsu.edu
Phone: (615)898-2578
Location: COMM 251
Size: Medium

**Department Description:** Students will perform general office duties such as filing, photocopies, answering phones and directing students, compiling and mailing prospective student packets, data entry, and delivering on-campus mail. May also assist with special projects for faculty. Lab workers will assist with running and maintaining studio equipment and answer questions regarding the equipment.

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Records
Supervisor: Susan Fieldhouse
Email: Susan.Fieldhouse@mtsu.edu
Phone: (615)898-5926
Location: SSAC 150
Size: Very Small

**Department Description:** General office work, answering phones, filing and on-campus mail delivery. Some students are assigned to specific staff and perform duties such as answering the phone, assisting with paperwork and data entry, and other duties as assigned.

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Scheduling Center
Supervisor: Anne Ford
Email: Anne.Ford@mtsu.edu
Phone: (615)898-2161
Location: SSAC 240
Size: Small

**Department Description:** Scheduling Center Student Workers may answer the phone, assist students in navigating RaiderNet, process drop/add and late registration forms, file and may be asked to use Microsoft Word or Excel.

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Seigenthaler Chair: 1st Amendment Studies
Supervisor: Pat Embry
Email: Patrick.Embry@mtsu.edu
Phone: (615)898-5872
Location: COMM 247
Size: Very Small

**Department Description:** Students primarily assist with clerical and administrative duties such as copying and filing. In addition, students are given the opportunity to help with special projects and events sponsored by the Seigenthaler Chair of Excellence.

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Social Work
Supervisor: Dian White
Email: Dian.White@mtsu.edu
Phone: (615)898-2868
Location: Peck 134
Size: Small

**Department Description:** Job consists of computer work in Microsoft Office, running errands (such as taking mail across campus), and other academic office related duties.

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Sociology & Anthropology
Supervisor: Pansey Carter
Email: Pansey.Carter@mtsu.edu
Phone: (615)898-2508
Location: Todd 342
Size: Small

**Department Description:** Students normally do some general office work, answering phones, photocopying, greeting visitors, and on-campus mail delivery. Some students may be assigned to specific staff and may complete tasks such as answering the phone, assisting with paperwork and data entry, and complete other special assignments.

Speech and Hearing Clinic
Supervisor: Eileen Chalmers
Email: Eileen.Chalmers@mtsu.edu
Phone: (615)898-2661
Location: BDA 232
Size: Small

**Department Description:** Must be Communication Disorders major. Duties will include the following: File, Run errands, Answer phone, Work with computers (Word and Excel), Possibly work for faculty member.

Student Affairs
Supervisor: Kathy Kano
Email: Kathy.Kano@mtsu.edu
Phone: (615)898-5672
Location: KUC 212
Size: Small

**Department Description:** Duties include the following: Check and sort mail; Make copies; Send faxes; Distribute materials to other departments; Assist with answering telephone and filing.

Student Athlete Enhancement Center
Supervisor: Wynnifred Counts
Email: Wynnifred.Counts@mtsu.edu
Phone: (615)898-5581
Location: Gate 1, Football stadium
Size: Medium

**Department Description:** Most students will assist in checking class attendance for students on a roster. Other students may perform office duties such as delivering documents to other offices and picking up materials, managing the copier, and running errands.

Student Health Services
Supervisor: Tabby Ragland
Email: Tabby.Ragland@mtsu.edu
Phone: (615)494-8888
Location: Campus Rec 1201
Size: Very Small

**Department Description:** This department is not currently accepting scholarship students, due to the upcoming relocation of the office.

Student Programming
Supervisor: Rich Kershaw
Email: Richard.Kershaw@mtsu.edu
Phone: (615)898-2551
Location: STU 340
Size: Small

**Department Description:** Students do office work such as data entry, answering the phone, copying, taking deposits to Cope Admin Bldg, and running errands. May be asked to unload supplies from loading dock.

Student Unions
Supervisor: Cynthia Stone
Email: Cynthia.Stone@mtsu.edu
Phone: (615)898-2591
Location: STU 107
Size: Medium

**Department Description:** Staff the KUC information desk (open between 8am and 4pm), help Student Unions staff with various functions, including room set-up, Lost & Found management, and flier approvals. Must be a sophomore or higher; must be able to answer general questions about MTSU.
TRIO Student Support Services
Supervisor: Melissa Towe
Email: Melissa.Towe@mtsu.edu
Phone: (615)898-5639
Location: KUC 308
Size: Very Small

Department Description: Students normally do some general office work, answering phones, greeting visitors, filing, and on-campus mail delivery.

Tucker Theater
Supervisor: Justin Durham
Email: Justin.Durham@mtsu.edu
Phone: (615)898-2181
Location: Tucker Theater
Size: Small

Department Description: Run the Tucker Theater Box Office in order to sell tickets to events and performances, Perform office work.

University Honors College
Supervisor: Kathy Davis
Email: Kathy.Davis@mtsu.edu
Phone: (615)898-2152
Location: HONR 205
Size: Small

Department Description: Students do general clerical work such as filing, copying, scanning and run errands. Some will be selected to work with the "Collage" staff to prepare the bi-annual publication.

University Studies
Supervisor: Marlene Lane
Email: Marlene.Lane@mtsu.edu
Phone: (615)898-2927
Location: PH 202
Size: Small

Department Description: Tasks will include making copies, running departmental errands on campus, making mail runs between the main office and faculty offices, and answering phones. Selected students will tutor lower level mathematics classes in the math lab.

University Writing Center
Supervisor: Caty Chapman
Email: C.Chapman@mtsu.edu
Phone: (615)494-8930
Location: Library 362
Size: Small

Department Description: Students primarily do light receptionist work and filing, attend to walk-in students, answer the phone, address quick questions, and maintain the schedule and semester statistics.

VP of Business and Finance
Supervisor: Beth Todd
Email: Beth.Todd@mtsu.edu
Phone: (615)898-2852
Location: CAB 119
Size: Very Small

Department Description: Students normally do general office work, filing, copying, answering phones, on-campus mail delivery.

WMOT Radio Station
Supervisor: Ben Scheffler
Email: Ben.Scheffler@mtsu.edu
Phone: (615)898-5111
Location: COMM 110B
Size: Small

Department Description: General office work, or on the air radio work, working with Public Service Announcements

Women's and Gender Studies
Supervisor: Marie Harrell
Email: Marie.Harrell@mtsu.edu
Phone: (615)898-5910
Location: JUB 308
Size: Very Small

Department Description: Students normally do some general office work, answering phones, greeting visitors, filing, and on-campus mail delivery, errands, posting flyers and distributing newsletters.
Frequently Asked Questions about SSP Departments:

Q: If a department is listed, does that mean they will accept new students this year?
A: Not necessarily. Inclusion on this list does not guarantee that a department will have open positions available in a given year. Availability depends on the number of students requested by the department, as well as the number of students returning to the department from the prior semester.

Generally, departments which use only a small number of students will have few or no positions available for new students.

Q: How do I request a particular department, or change my original request?
A: If you are a new scholarship recipient, you will receive further information later. For students who will first enroll in the spring, we will select a placement for you and will send a placement email in mid-January, shortly before the start of the spring semester. For students who will first enroll in the summer or fall, you will receive an email with information about the placement process by May 1.

If you are a current scholarship recipient and are already assigned to a department, you may request a different department by submitting a Service Transfer Request Form if your current supervisor approves the transfer. Please note, though, that some departments are unable to release students mid-year. Generally, most transfers occur between academic years instead of during the fall or spring semester.