

2006 Administrative Summer Positions

Department	Job Description	Supervisor	Weeks	Hours/Weeks	Pay Rate
Communications	Web Media Assistant	Laura Meader	13	35	8.65
Art Dept	Slide library	Maggie Libby	12	35	8.35
Writer's Center	Staff Assistant	Tracy Hamler Carrick	16	20	7.85
Oak Institute	Assistant to Director	Kenneth Rodman	10	35	7.60
ITS	Office & Spec. Prj. Asst	Kim Martis	12	40	8.35
ITS	Acad. Comp. Asst.	Toni Fredette	12	20	8.35
ITS	Media Serv. Asst.	Sam Atmore	12	20	8.35
ITS	Hardware Dist Asst	Cora Clukey	12	40	8.35
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ITS	LRC Assistant	Toni Fredette	12	40	8.35
Coot	Coot Asst	Jonathan Milne	2	35	7.60
Dean of Students	Office asst	Kim Cheah	15	40	7.85
Dean of Students	Office asst	Sammie Robinson	15	40	7.85
Business Office	Stafford Loan Coordinator	Theresa Hunnewell	14	35	7.85
Info Services	College Relations Records Clerk	Ann Hurlburt	10	35	7.85
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Annual Giving	Phonathon Callers	Michael Everhart	6	5	7.60
Alumni Relations	Intern	Margaret Viens	13	40	7.85
PPD-Adm	Plan Room Clerk	Eugene Chadbourne	12	40	7.60
PPD-Adm	Office Asst.	Ruth Letourneau	12	40	7.60
PPD-Adm	Purchasing Asst.	Rose Little	12	40	7.60
PPD-Adm	Stockroom Asst.	Pam Dudley	12	40	8.10
PPD-Bldg & Equip Maint	Radiator PM Helper	Tony Tuell	12	40	7.60
PPD-Bldg & Equip Maint	Radiator PM Helper	Tony Tuell	12	40	7.60
PPD-Bldg & Equip Maint	Carpenter Asst.	Dane Stetson	22	40	9.15
PPD-Bldg & Equip Maint	Lamp Changer	Tony Tuell	12	40	7.60
PPD-Bldg & Equip Maint	Lamp Changer	Tony Tuell	12	40	7.60
PPD-Bldg & Equip Maint	Painter	Dane Stetson	22	40	9.15
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PPD-Custodial	Custodian	Marc Dube	14	40	7.60
PPD-Custodial	Custodian	Marc Dube	14	40	7.60
PPD-Custodial	Custodian	Marc Dube	14	40	7.60
PPD-Custodial	Custodian	Marc Dube	14	40	7.60
PPD-Custodial	Custodian	Marc Dube	12	40	7.60
PPD-Custodial	Custodian	Marc Dube	12	40	7.60
PPD-Grounds	Groundskeeper	Marc Dube	26	40	8.65
PPD-Grounds	Recycling coordinator	Marc Dube	13	40	7.60
PPD-Grounds	Groundskeeper	Marc Dube	16	40	7.60
PPD-Grounds	Groundskeeper	Marc Dube	16	40	7.60
PPD-Grounds	Groundskeeper	Marc Dube	16	40	7.60
PPD-Grounds	Groundskeeper	Marc Dube	16	40	7.60
PPD-Grounds	Groundskeeper	Marc Dube	16	40	7.60
Bookstore	General Books	Barb Shutt	14	40	7.60
Bookstore	Stu Ads coordinator/Cashier	Barb Shutt	14	40	7.60
Bookstore	Receiving Clerk	Barb Shutt	14	40	7.60
Library-Public Service	Circulation Asst. (Science)	Suzi Cole	14	35	8.35
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Library-Public Service	Library Asst. (Miller)	Eileen Fredette Richards	12	35	7.85
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Library-Public Service	Library Asst. (Art & Music)	Penny Ruksznis	14	35	8.35
Library-Public Service	Library Asst. (Interlibrary Loan)	Kathy Corridan	14	35	7.85
Library-Special Collections	Staff Asst Coordinator/Spec Col	Pat Burdick	10	40	8.35
Library-Special Collections	Staff Asst Coordinator/Spec Col	Pat Burdick	10	40	8.35
Library-Cataloging	Tech. Services Asst. Cat/Marking Table	Toni Katz	14	35	8.35
Library-Acquisitions	Ordering Assistant	Linda Roy	14	35	7.85
Library-Acquisitions	Serials Asst	Lindsay Roy	14	35	7.85