

Part-Time Jobs

Temporary employment provides students with the opportunity to earn money and develop marketable skills, enhancing academic study with 'on-the-job' experience. Following is a listing of part-time job opportunities available both on campus and off campus. Any enrolled Vincennes University student is eligible to apply for part-time student hourly positions available through the University and located on campus. Off campus positions are available through local employers and may require transportation. To apply for on-campus jobs download and print the Student Data Sheet. Return the completed Student Data Sheet to the Career Exploration Center unless otherwise noted on the job description.

<i>On/Off Campus</i>	<i>Position</i>	<i>Location</i>	<i>Contact</i>	<i>Description</i>
Off-campus Indiana Workforce Development Office 3/26/07	Security Officers	Washington, IN	Apply at 219 E. Main Washington, IN 3/27/07-Tuesday	-Part-time positions available
Off-campus Tupperware 3/26/07	Sales	Vincennes, IN	812/882-5303 jamiesutton@my2.tupperware.com	-Consultants needed for part- time work
Off-campus Wal-Mart 3/26/07	Various	Vincennes, IN	Apply at kiosk at service desk in layaway dept. Or apply online at www.walmart.com	-Part-time positions
Off-campus Local Office 3/12/07	1. Janitorial 2. Classified Clerk	Vincennes, IN	Send resume to: Vickie Palmer Box 08025 c/o Vincennes Sun-Commercial P.O. Box 396 Vincennes, IN 47591	-Five days per week beginning at 5:30 p.m.
Off-campus Four Rivers Resource Services 2/26/07	Social Service/Group Home	Vincennes, IN	Judy Cox 812/847-8606	-Assist individuals with developmental disabilities
Off-campus Local Dental Office 2/26/07	Dental Assistant	Vincennes, IN	812/882-5113	-Experience preferred but not required
Off-campus Procopio's Pizza 2/19/07	Servers	1527 N. 6th Vincennes, IN	Apply in person	-Part-time position
Off-campus Dot's Custom Cakes 2/19/07	Servers	101 Busseron Vincennes, IN	Apply in person after 2 p.m.	-Part-time position
Off-campus Quality Inn 2/19/07	Front Desk Clerk/Housekeeper	Vincennes, IN	Apply in person	-Must work weekends and holidays
Off-campus Local Residence	Childcare	Vincennes, IN	812/890-0351	-Childcare for three girls ages

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2/19/07				3,8 & 9
Off-campus Dairy Queen 2/19/07	Food Service	Vincennes, IN	Apply in person between 5-6 p.m.	-Part-time positions for all shifts
Off-campus Local Residence 2/19/07	Childcare	Vincennes, IN	Jamalyn Sarver 812/240-6363	-Infant care for one child
Off-campus Daviess County Hospital 2/16/07	Computer Networking	Washington, IN	Judy Sims 812-254-8856 Online application available at: www.dchosp.org	-Computer installation and networking -Flexible hours
Off-campus Ponderosa Steakhouse 2/15/07	Food Service	Vincennes, IN	Apply in person	-Part-time positions available
On-campus Vincennes University Upward Bound Program 2/15/07	Summer Program Advisors	Vincennes, IN	Submit resume, cover letter, references, and transcripts to: Vincennes University Human Resources 1002 N. First Street Vincennes, IN 47591 OR Email: Jobs@vinu.edu Deadline: March 2, 2007	-Mentor high school students taking summer courses at Vincennes University while residing in a residence hall setting -Part-time, temporary positions from June 4-July 11, 2007 -Successful applicants will possess a minimum 2.5 GPA -Must be capable of classroom instruction -Must have ability to work with diverse groups and possess counseling skills
Off-campus Eastgate Manor Nursing and	CNAs	2119 E. National Hwy. Washington, IN 47501	Lisa Alley 812-254-3301	-Part-time shifts available in day

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Rehabilitation Center 2/5/07				and evenings
Off-campus YMCA 2/5/07	Gymnastics/Dance Instructor	2010 College Ave. Vincennes, IN	Send resume and references to: Elizabeth Hardin 895-9622	-Coaching experience preferred -Daytime and evening hours are available
Off-campus Local Residence 2/1/07	Childcare	Wheatland, IN	Lyla Theriac 887-5840	-Caring for a 14 month old child -One 10 hour day weekly -Must be a non- smoker and drug free with no criminal history -Must be energetic and enthusiastic about children -Must have reliable transportation
Off-campus Evergreen Communities 1/29/07	Office	Vincennes, IN	Email resume and references to: steve@evergreencommunities.com	-25 hours per week -Posting of rents, rent collection, resident relations, marketing vacancies, making bank deposits
Off-campus Wells Fargo Home Mortgage 1/29/07	Mortgage Lender	11 S.E. 3rd Washington, IN 47501	Send resume and references to: Wells Fargo Home Mortgage 11 S.E. 3rd Washington, IN 47501	-Company benefits -29 hours per week -Previous banking experience desired
Off-campus Mid-American Air Center 1/29/07	Night Watchperson	Lawrenceville, IL	Kurt 618/943-5733	-Must work holidays -\$7.25/hr -Sun.-Tues.; 10 p.m.-6 a.m.
Off-campus	Food Servers	Vincennes, IN	Apply in person at:	-Food service

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CW's Wing Zone 1/29/07			Quality Inn front desk	positions
Off-campus Gentlecare 1/29/07	Dietary Aide	1202 S. 16th Vincennes, IN 47591	Apply in person	-No experience necessary
Off-campus Bettye J. McCormick Center 1/29/07	Dispatcher	2009 Prospect Vincennes, IN 47591	Apply in person	-Part-time position
Off-campus Local Company 1/24/07	Clerical Assistant	Vincennes, IN	Send resume and references to: P.O. Box 31 Vincennes, IN 47591	-Position requires a self-starter with good communication and multitasking skills
Off-campus Optometry Office 1/17/07	Optician	Sullivan, IN	Send resume and references to: 117 S. Main St. Sullivan, IN 47882	-20-30 hours per week -Previous experience required
Off-campus Aramark 1/17/07	Food Service	300 N. 6th St. Room 115 Vincennes, IN 47591	Apply in person before noon	-Part-time positions
Off-campus The Waters of Princeton 1/17/07	1. CNAs 2. Cook	1020 W. Vine St. Vincennes, IN 47591	Apply in person	-Various part-time positions
Off-campus Four Rivers Resource Services 1/8/07	Social Services Assistant	Linton/Washington/Vincennes, IN locations	Judy Cox 812-847-8606	-Assisting clients with developmental disabilities
Off-campus YMCA 1/8/07	Day Care	2010 College Ave. Vincennes, IN 47591	Applications are available at the front desk	-Must enjoy interacting with children and possess a nurturing attitude -Must be 21 to apply
Off-campus First United Methodist Church 1/8/07	Youth Coordinator	Vincennes, IN	Submit resume and references to: v1umc@sbcglobal.net Deadline: 1/12/07	-Must possess a passion for teaching and mentoring children and adolescents
Off-campus Local Medical Office 1/8/07	Medical Billing	Vincennes, IN	Submit resume and references to: P.O. Box 36 Vincennes, IN 47591	-Must have knowledge of CPT-ICD-9

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			Attn: Office Manager	Coding, medical terminology, health insurance, and good communication skills
Off-campus WalkAround Air-Inflated Costumes www.walkaround.com 12/15/06	Chester Cheetah Mascot	Washington, IN Wal-Mart Jan. 19, 2007 from 2-6 p.m.	Kelly Bernady kellyb@signsandshapes.com 402-331-3181	-Need mascots to interact with customers -\$80 for the four hour event
Off-campus Local Optometry Practice 12/12/06	Optician	Vincennes, IN	Submit resume and references to: Box 06205 c/o Vincennes Sun Commercial P.O. Box 396 Vincennes, IN 47591	-Must possess excellent interpersonal skills
Off-campus Predictable Quality 12/5/06	Quality Control	Lawrenceville, IL	Mr. Dane Bohnert 812-470-0153	-Inspecting and sorting parts -Opportunity for advancement to team leader role
Off-campus Westaff 12/5/06	Quality Control	Vincennes, IN	Fax resume and references to: Ms. Bruce 812-885-9076	1st shift:6:30 a.m.-3:15 p.m. @ \$9/hr. 2nd shift: 6 p.m.-2:45 a.m. @ \$9.50/hr. -20-30 hours per week Duties: -Inspecting and sorting parts -Must be able to stand on cement floors for an entire shift
Off-campus Local Medical Office 12/4/06	1. LPN 2. Medical Receptionist	Vincennes, IN	Submit resume and references to: P.O. Box 1523 Vincennes, IN 47591	-Must be a dedicated self-starter
Off-campus Arnold Realty 12/4/06	Secretary	2133 Washington Ave. Vincennes, IN 47591	Submit resume and references in person	-Secretary needed with or without a real estate license
Off-campus H&R Block	Tax Preparer	709 12th St. Lawrenceville, IL 62439	Submit resume and references to: Jackie Seaton	-Seasonal position

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11/30/06			Phone: 618-943-5331 Fax: 618-943-1769 Position starts January 2, 2007	preparing basic tax returns on H&R Block software while providing excellent customer service to clients
Off-campus YMCA 11/27/06	Day Care	2010 College Ave. Vincennes, IN 47591	895-9622 for an application -Submit resume and references	-Must be at least 21 years old -High school diploma is required -Must enjoy interacting with children and possess a nurturing attitude
Off-campus Southwest Indiana Regional Youth Village 11/27/06	Youth Development Specialist	2290 Theobold Lane Vincennes, IN 47591	-Applications and job descriptions may be picked up in person -Submit resume and references to: Sharon Smith, HR Manager	-Application materials must be submitted by November 30, 2006 for December 13 training class -Must possess high school diploma or equivalent -Experience working with adolescent youth and/or degree preferred
Off-campus Nurse Aide Training 11/27/06	December 4, 2006 Training	Vincennes, IN	886-6422	-CNA certification day class
Off-campus Healthcare facility 11/20/06	Housekeeping	Washington, IN	812-887-1415 to schedule an interview	-25-30 hours per week -Weekends and holidays required
Off-campus Guppy's Restaurant 11/20/06	Servers	15 S. 4th St. Vincennes, IN 47591	Apply in person	-Must be at least 21 years old
Off-campus Generations Meals on	Driver	Vincennes, IN	882-3041	-Part-time on weekday

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Wheels Program 11/13/06				mornings -Must have a valid driver's license and reliable transportation
Off-campus Hibbett Sports 11/6/06	Sales Associate	623 Kimmel Rd. Vincennes, IN 47591	Apply in person	-Part-time position
Off-campus Regions Bank 11/6/06	Teller	Vincennes, IN	Apply online at: www.regionsbank.com Click on 'Careers', then select the retail banking job category	Responsibilities: -Accurately process customer banking transactions -Promote bank products and services Requirements: -Cash handling experience preferred -Excellent customer service and communication skills -High school diploma or equivalent -Flexible availability
Off-campus Local Business 11/6/06	Janitorial	Edwardsport, IN	Send resume and references to: Box 6196 c/o Vincennes Sun-Commercial P.O. Box 396 Vincennes, IN 47591	Hours: M-W & F, 8A-2P
Off-campus Papa John's Pizza 11/6/06	Food Service	2365 N. 6th St. Vincennes, IN 47591	Apply in person	-Day and night shift positions available
Off-campus Local Residence 11/3/06	Lawn Maintenance/Leaf Raking	Vincennes, IN	Mrs. Banks 882-7015 887-0578	-Begin this weekend -Two students, \$20 per student
Off-campus Servpro 11/3/06	Marketing representative/Route Sales Driver	10 Hart Street Vincennes, IN 47591	Submit resume and references to: Casey Jones/Susan Palmer 812-895-0581	-Promote and sell franchise cleaning and

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			cjones8889@charterinternet.com	<p>restoration services in assigned territory which should result in meeting or exceeding assigned sales goals</p> <p>-Must have a good driving record -Must be able to work 4-6 hours per day between 7:30A-5:00PC -Starting wage is \$8/hour</p>
Off-campus YMCA 11/3/06	Group Exercise Instructor	Vincennes, IN	Susan Leonard 895-9622 x43	<p>-Must be able to develop routines for a variety of skill levels and styles including cardio boxing, muscle conditioning, cycling, etc.</p> <p>-Must possess a basic understanding of exercise physiology and anatomy</p> <p>-Must have excellent interpersonal skills</p>
Off-campus Crestview 10/31/06	Licensed Practical Nurse	3801 Old Bruceville Rd. Vincennes, IN 47591	Fax resume and refernces to: 812-885-2276 Attn: Mary Rund, RN, C	-Must have one year experience as an LPN
Off-campus KC ARC 10/18/06	Personal Assistants	2525 N. 6th St. Vincennes, IN 47591	Apply in person	<p>-20 to 40 hours per week</p> <p>-Train and supervise residents in a group home</p>

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Off-campus Wal-Mart Grocery Distribution Center 10/18/06	Orderfillers	3801 U.S. Highway 50 East Olney, IL	Apply in person	- \$12.45 per hour - Position requires heavy lifting of product cases, constant walking/standing , bending, twisting, and stooping - 1st&2nd shifts
Off-campus Regal Furniture Gallery 10/18/06	Sales	Vincennes, IN	Send resume and references to: 102 N. 4th St. Vincennes, IN 47591	- Must be able to work weekends and some evenings until 7P - Experience in sales required
Off-campus Quality Inn 10/18/06	Front Desk Clerks	600 Old Wheatland Rd. Vincennes, IN	Apply in person	- Weekend and holiday availability a must - Meal discounts
Off-campus United Methodist Village 10/18/06	Medical Records Clerk	1616 Cedar Street Lawrenceville, IL 62439	Apply in person	- Hours will be 7A-3P
Off-campus Advanced Media Solutions 10/18/06	Seasonal	Vincennes, IN	Send resume and references to: hr@advancedmedicalsolutions.net	- Weekends - Must be available on these three weekends: 10/28/06- 10/29/06 11/18/06- 11/19/06 11/24/06- 11/25/06 - Responsible for supervising a small crew of event staff - must have good communication skills - Must have reliable transportation - Must have

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				reliable transportation -Some basic tools and supplies will be required
Off-campus Community United Methodist Church 10/13/06	Nursery Attendant	1458 S. Hart St. Rd. Vincennes, IN 47591	Michelle at 895-0799	-Provide childcare from 9A-12P on Sundays -Must be experienced with children , able to change diapers, and provide own transportation
Off-campus Wal-Mart 10/13/06	Various Positions	Vincennes, IN	Kyle Mann 886-0312	-Part-time positions
Off-campus Ponderosa Steak House 10/9/06	All Positions	Vincennes, IN	Pick up application at restaurant	-\$7 per hour
Off-campus Elks Club 10/9/06	Cook	Washington, IN	Send resume and references to: Elks Club P.O. Box 794 Washington, IN 47501	-Two nights per week
Off-campus Civitan Children's Center 10/9/06	Bus Driver	1602 N. 11th St. Vincennes, IN 47591	Submit resume and references in person	-20 hours per week Monday through Friday --Drive daily bus/van routes -Must be able to lift preschool age children -Experience in child development, elementary education helpful -Require an excellent driving record -High school diploma required
Off-campus Wabash Valley Correctional Facility 10/9/06	Medication Aide	Carlisle, IN	Mary Tarnowski Health Services Administrator Phone: 812-398-2081 Email: mtarnowski@cmsstl@com	-PRN position

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Off-campus United Producers 10/2/06	Livestock Assistant	Vincennes, IN	812-882-7150	--Livestock experience desired
Off-campus Colonial Assisted Living 10/2/06	Dietary Aide	1622 S. Hart Vincennes, IN 47591	Apply in person	-Part-time position
Off-campus Knox County Community Foundation 10/2/06	Foundation Assistant	Vincennes, IN	Submit resume and references to: Knox County Community Foundation P.O. Box 273 Vincennes, IN 47591	-Position requires excellent computer, data management, and interpersonal skills -20 hours per week -Candidates must live in Knox Co. and have strong knowledge of the community