

Open Work-Study Positions

Position Title:	Nursing Department Assistant
Department:	Nursing Department
Job Level:	3
Pay Rate:	\$15.50 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Computer knowledge and Microsoft Office experience. • Must be a 3rd or 4th semester Nursing Program student.
Duties and Functions:	<ul style="list-style-type: none"> • Help nursing students with nursing skills. • Assist with preparing lab room set up and breakdown. • Assist students and faculty with simulations, ensuring they understand the objectives and procedures. • Offer constructive feedback to peers during skills practice sessions. • Ensure all equipment is working and the lab remains organized and safe. • Performs related duties as assigned.
Additional Information:	This position is 10 hours per week for a total of thirty-three weeks.

Position Title:	Food Prep Worker
Department:	Troy Mart
Job Level:	1
Pay Rate:	\$15.50
Skills and Aptitudes:	<ul style="list-style-type: none"> • Food Preparation according to standards • Cleaning and Maintenance
Duties and Functions:	<ul style="list-style-type: none"> • Assist with the preparation of food. • Provide friendly customer service. • Cleaning and maintenance
Additional Information:	This position is for ten hours per week.

Position Title:	Children's Programming Assistant
Department:	Continuing Education
Job Level:	1
Pay Rate:	\$15.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Knowledge of office procedures and practices, including file systems, receptionist, and telephone techniques. <ul style="list-style-type: none"> • Knowledge of Excel spreadsheets. • Knowledge of business English vocabulary, punctuation and grammar. • Filing methods, office machines, including data processing equipment, such as computer terminals, printers, and word processors, ability to meet the public. <ul style="list-style-type: none"> • Must work 1 late evening a week until 7:00 pm. • Bilingual Spanish preferred, but not required. <ul style="list-style-type: none"> • Must be flexible with work schedule • Must be able to communicate effectively and conduct one's self in a professional manner. knowledge of office procedures and practices, including file systems, receptionist, and telephone techniques.
Duties and Functions:	<ul style="list-style-type: none"> • Assist with children's programming in the Continuing Education Office. • Assist with placement and registration of students into appropriate course work. <ul style="list-style-type: none"> • Assist program facilitator, as needed, with in-class activities including reading and math tutoring.
Additional Information:	This position is for ten hours per week.

Position Title:	Literacy Assistant
Department:	ABC/ Literacy
Job Level:	2
Pay Rate:	\$15.25 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Basic office skills such as filing. • Ability to stand for long periods of time. • Bilingual English/Spanish or English/Polish or English/Ukrainian
Duties and Functions:	<ul style="list-style-type: none"> • Assist with data entry. • Assist in preparation for CASAS exams. • Assist in moving files and shredding paperwork. • Performs related duties as assigned. • This is a morning & evening shift position.
Additional Information:	This position is for up to eight hours a week for up to thirty-three weeks. Please drop resumes off at the Adult Education Office (A-205).

Position Title:	Financial Aid Front Desk Assistant
Department:	Enrollment Services
Job Level:	3
Pay Rate:	\$15.50 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Must be detail-oriented and a quick learner. • Strong customer services skills are required. • Must be dependable and flexible with work schedule.
Duties and Functions:	<ul style="list-style-type: none"> • Basic office tasks such as answering phones and customer service. Greeting students entering the office. • Assist students at the front counter with questions related to Work-Study, Scholarships, and Student Loans, and the FAFSA application <ul style="list-style-type: none"> • Handling student loan inquiries. • Performs related duties as assigned.
Additional Information:	This position is for thirteen hours a week for fifty weeks. It is for the morning shift: 8:00 a.m. - 12:00 p.m.

Position Title:	Engineering Tech Aide
Department:	Technology and Business
Job Level:	1
Pay Rate:	\$15.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Computer use
Duties and Functions:	<ul style="list-style-type: none"> • Developing handouts • Tutoring special needs students. • Word processing and recording as needed.
Additional Information:	This position is for eight hours a week for thirty three weeks.

Position Title:	Allied Health Clerk
Department:	Health and Public Service
Job Level:	1
Pay Rate:	\$15.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Filing required. • Basic Word processing.
Duties and Functions:	<ul style="list-style-type: none"> • Organization and maintenance of lab H105 and work room. • Secretarial support for ECE (filing and copying). • Deliver and distribute materials and mail to departments. • Performs related duties as assigned.
Additional Information:	This position is for eight hours a week for thirty-three weeks. You can not be a health career or pre-health career student to apply.