

Open Work-Study Positions

Position Title:	Payroll Office Clerk
Department:	Finance
Job Level:	1
Pay Rate:	\$15.00 per hour
Skills and Aptitudes:	Basic office procedure knowledge.
Duties and Functions:	<ul style="list-style-type: none"> • Assist with payroll filing. • Assist with W-2 filing. • Shredding of confidential documentation. • Performs related duties as assigned.
Additional Information:	This position is ten hours per week.

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 • Performs related duties as assigned.
Additional Information:	This position is for ten hours a week. Must have availability mornings and mid shifts, must be able to work Fridays. Resumes are required.

Position Title:	Food Prep Worker
Department:	HIA
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:	Chemistry Lab Assistant
Department:	Arts and Sciences
Job Level:	2
Pay Rate:	\$15.25 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • One semester of Chemistry. (College course CHM 110 or CHM 140 or Strong High School Chem.) • Background (Honors or AP)
Duties and Functions:	<ul style="list-style-type: none"> • Cleaning Glassware • Organizing Lab Materials • Assist Maintaining Lab rooms • Assist Preparing Materials • Assist taking Inventories • Unloading and Putting away materials/chemicals from Lab carts after Labs
Additional Information:	This position is for eight hours a 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.
Duties and Functions:	<ul style="list-style-type: none"> • Assist with data entry. • Assist in preparation for TABE/CASAS exams. • Assist in moving files and shredding paperwork. • Performs related duties as assigned. • This is a morning shift position.
Additional Information:	This position is for eight hours a week. Supervisor requests resumes dropped off at the Adult Education Office (A-205). Must be able to work either the morning shift, any time from 9:00 a.m. to 12:00 p.m. Monday to Friday or the evening shift any time from 12: 00 p.m. to 5:00 p.m. Monday to Friday.

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 - Microsoft Office Word, Excel, PowerPoint, Outlook • Measurements Tools - Rulers (metric and imperial) <ul style="list-style-type: none"> • Organizational Skills • Communication Skills - Verbal and Written • Problem-solving ability and Analytical skills • Shop Safety consciousness
Duties and Functions:	<ul style="list-style-type: none"> •Valid Driver's License •Ensure tools and equipment are properly stored and maintained •Make sure labs, tools, and equipment are kept orderly and cleaned <ul style="list-style-type: none"> •Keeping supplies and materials inventoried as necessary •Maintain department program marketing materials
Additional Information:	This position is for ten hours a week.

Position Title:	Athletic Trainer Assistant
Department:	Athletics
Job Level:	1
Pay Rate:	\$15.00
Skills and Aptitudes:	<ul style="list-style-type: none"> • Must be dependable with reliable transportation. • Strong customer services skills are required.
Duties and Functions:	<ul style="list-style-type: none"> •Set-up and breakdown for athletic events <ul style="list-style-type: none"> • Maintenance of equipment • Sanitation • Data input of althletic injuries •Other duites as assigned
Additional Information:	This position is for ten hours a week. Must be willing to work afternoons/ evenings/ and weekends. Recommended hire will be subject to background check and drug test.