

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. <p>(College course CHM 110 or CHM 140 or Strong High School Chem.)</p> <ul style="list-style-type: none"> • 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) • 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 •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 • 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.