

ALLIANCE CAMPUS FEDERAL WORK-STUDY POSITIONS

Work Area	Position/Title	Supervisor	Hours/Week	Rate	No. of Positions Available	Job Description
Adult Education	Adult Education Instructional Aide Mentor	Rachel Mitchell 308-635-6769	10	\$12.00	1	Assist with updating folders, copying and organizing materials; assist with student follow-up; maintains filing. Must be organized, friendly, and a team player.

SIDNEY CAMPUS FEDERAL WORK-STUDY POSITIONS

Work Area	Position/Title	Supervisor	Hours/Week	Rate	No. of Positions Available	Job Description
Adult Education	Adult Education Instructional Aide Mentor	Rachel Mitchell 308-635-6769	10	\$12.00	1	Assist with updating folders, copying and organizing materials; assist with student follow-up; maintains filing. Must be organized, friendly, and a team player.

SCOTTSBLUFF CAMPUS FEDERAL WORK-STUDY POSITIONS

Work Area	Position/Title	Supervisor	Hours/Week	Rate	No. of Positions Available	Job Description
Adult Education	Adult Education Instructional Aide Mentor	Rachel Mitchell 308-635-6769	10	\$12.00	1	Assist with updating folders, copying and organizing materials; assist with student follow-up; maintain filing. Must be organized, friendly, and a team player.
Buddy's Books & Bistro	Buddy's Books & Bistro	Willa Wentling 308-635-6333	10	\$12.00	6	General retail work, assist students in selecting course materials, sell apparel and gift items, cook and prepare various food and drink items. Must have excellent customer service skills, cash handling ability, be punctual & positive, enjoy working with diverse coworkers, and have fun while working.
Child Development Center (3118 17th Ave)	Childcare Assistant	Shelly Hoagland 308-635-3231	10	\$12.00	5	Assist faculty and staff with infant and toddler care, including reading, assisting with meals, cleaning and hygiene. Must have a commitment to working with diverse populations, strong communication skills, MS Office skills, and maintain confidentiality. This position is under the supervision of a Community Action Partnership of Western NE employee and must adhere to all state, federal, and college policies.
Food Service (Bishop Hall)	Dining Hall Assistant	Cathy Bornschlegl 308-635-6116	up to 15	\$12.00	5	Positions may include server, cashier, closing/cleanup, or office help. Hours of operation are Monday-Friday 7am-7pm, Saturday and Sunday 11:30am-2:30pm and 4:30pm-7:30pm. Must be friendly, courteous, able to follow directions and work individually or in groups.
C-Pod Faculty Offices	Faculty Office Assistant	Amy Winters 308-635-6195	10	\$12.00	1	Provide administrative assistance to faculty in C-pod.
Information Technology Faculty Offices (A-Pod)	Faculty Office Assistant	Bill Loring 308- 635-6019 Jackie Jacobsen 308-635-6093	10	\$12.00	1	Student should have either the aptitude for or basic computer experience (experience preferred). Primary responsibility is to grade homework/tests and copy/distribute material. Student may also help create/modify web pages for use in classes. The student will gain hands-on experience working with student server and HTML documents. Student may also help with grants.
John N. Harms Center-Office Assistant	Harms Center Desk Clerk	Lori Stromberg 308-635-6703	10	\$12.00	2	Basic computer skills, telephone skills, and familiarity with office machines. Willingness to learn skills associated with assisting Harms Center staff.
eHELP Center Aide	Library	Allison Reisig 308-635-6041	10	\$12.00	2	Assist students with basic technology questions including resetting MyWNCC password, Blackboard navigation, printing in the Learning Commons, and other simple questions. More advanced questions will be forwarded to the Library staff or IT Department.
Library	Library Aide	Allison Reisig 308-635-6041	10	\$12.00	3	Process reading materials, perform circulation desk duties, file, type, enter computer data; dust and clean tables, shelves, and keyboards. Must be self-motivated, detail oriented and able to take directions. Will be required to do repetitive tasks that must be error free. Requires excellent customer service skills.
Physical Plant (located in Information Office)	Maintenance Physical Plant Assistant	Micah Findley 635-6364	10	\$12.00	1	Work with Physical Plant employees to receive packages, deliver PPE, help with grounds, count business paper, assist business office, organize keys and contracts, other duties as required.
Student Life / Residence Halls (the Bubble)	Student Life	Bethany Fuchs 308-635-6017 Eric Moreno 308-635- 6320	10	\$12.00	15	Students will help with the safety and security of the residence halls while working the front desk, will check identification to verify people entering the residence halls are eligible to be in the residence halls, will assist with housing programs, projects, and other office tasks assigned by the residence life office, light cleaning required, must have excellent customer service skills, assist with visitors/students with general questions for housing, answering phones, and work in Microsoft program.

Work Area	Position/Title	Supervisor	Hours/Week	Rate	No. of Positions Available	Job Description
Event Assistant/ Weight Room Attendant	Student Life	Bethany Fuchs 308-635-6017 Eric Moreno 308-635- 6320	10	\$12.00	2	Students will assist the Student Life Coordinators, will be responsible for assisting in weekly student events , shopping for supplies with supervisor, setting up and tearing down events, attending the events, and other duties as needed, oversee the weight room when it is open, typically nightly from 8 p.m.-10 p.m.
Scottsbluff Public Schools	Student Life America Reads	Emily Norman 308-635-6123	10	\$12.00	1	Assist with tutoring and reading program at Guadalupe Center. Must be able to interact with vast array of age groups. Bilingual preferred but not required.
Testing Center (D-Pod)	Testing Center Aide	Tammie Kleich 308-635-6072	10	\$12.00	2	Greet testing students and perform intake, answer phones, schedule appointments, and make copies; sanitize lockers, testing rooms, and workstations. Have excellent customer service skills, be reliable and punctual, have good communication skills, and comply with confidentiality rules.
Theater	Theatre Manager Assistant	Amanda Foote 308-635-6372	10	\$12.00	1	Maintain theatre space and perform clerical/administrative tasks for productions. Help with press releases and recruitment activities, call participants, create posters, organize costume shop, and clean the theatre facility. Other duties will be assigned as projects are developed.
Theater	Theatre Work Study	Violette Briggs 308-635-6038	10	\$12.00	1	Assist with miscellaneous projects as designated by the head of the department including but not limited to: set building, costume/prop construction, organization of light/sound booth, backstage areas, and both costume and wood shops.
TRIO Student Support Services	TRIO Office Assistant	Tonya Dewitt 308-635-6091	10	\$12.00	4	Assist with essential office coverage, provide customer/student service, answer phones, assist with special projects. Have strong communication skills, MS Office skills, commitment to working with diverse populations, and ability to maintain confidentiality.
Welcome Center	Welcome Center Assistant	Norma De Santiago 308- 635-6330	10	\$12.00	3	Greet visitors, answer basic questions, answer phones, receive documents. May also include data entry and other administrative tasks. Must be able to follow directions, be comfortable working with the public, have excellent communication skills, possess MS Office skills, be able to respond to or research general questions. Punctuality and dependability are critical.

SCOTTSBLUFF CAMPUS STUDENT EMPLOYMENT POSITIONS (NON-Federal Work Study)

Work Area	Position/Title	Supervisor	Hours/Week	Rate	No. of Positions Available	Job Description
Administrative Service & Information Desk	Administrative Services Switchboard	Micah Findley 308-635-6364 Natalie Miller 308-635-3606	10	\$12.00	2	Answer and transfer switchboard phone calls, assist with scheduling of vehicle fleet, fax documents, handle mailings, perform receptionist duties.
Buddy's Books & Bistro	Buddy's Books & Bistro	Willa Wentling 308-635-6333	10	\$12.00	5	General retail work, assist students in selecting course materials, sell apparel and gift items, cook and prepare various food and drink items. Must have excellent customer service skills, cash handling ability, be punctual & positive, enjoy working with diverse coworkers, and have fun while working.
Food Service (Bishop Hall)	Dining Hall Assistant	Cathy Bornschneggl 308-635-6116	up to 15	\$12.00	12	Positions may include server, cashier, closing/cleanup, or office help. Hours of operation are Monday-Friday 7am-7pm, Saturday and Sunday 11:30am-2:30pm and 4:30pm-7:30pm. Must be friendly, courteous, able to follow directions and work individually or in groups.
Fall IT Internship	IT Department	Chris Armstrong 308-635-6146 Loren Moench 308-635-6144	10	\$12.00	1	Student should have basic computer experience and good communication skills. Student will assist in answering phone calls and basic questions, entering tickets, and helping with basic computer support
Summer IT Internship	IT Department	Chris Armstrong 308-635-6146 Loren Moench 308-635-6144	10	\$12.00	1	Student should have basic computer experience and good communication skills. Student will assist in answering phone calls and basic questions, entering tickets, and helping with basic computer support
Library	Library Aide	Allison Reisig 308-635-6041	10	\$12.00	5	Process reading materials, perform circulation desk duties, file, type, enter computer data; dust and clean tables, shelves, and keyboards. Must be self-motivated, detail oriented and able to take directions. Will be required to do repetitive tasks that must be error free. Requires excellent customer service skills.
Student Life / Residence Halls (the Bubble)	Student Life	Bethany Fuchs 308-635-6017 Eric Moreno 308- 635-6320	10	\$12.00	10	Students will help with the safety and security of the residence halls while working the front desk, will check identification to verify people entering the residence halls are eligible to be in the residence halls, will assist with housing programs, projects, and other office tasks assigned by the residence life office, light cleaning required, must have excellent customer service skills, assist with visitors/students with general questions for housing, answering phones, and work in Microsoft program.
Student Life Office	Student Life Office Desk Worker	Irene Garcia 308- 635-6050 Emily Norman 308-635- 6123	10	\$12.00	2	Perform clerical work, answer phones in Student Life, provide assistance with Cougar Cupboard food pantry & Career Closet. Must have commitment to working with diverse populations, strong communication skills, MS Office skills, and ability to maintain highest level of confidentiality. Must have excellent customer service skills.
Testing Center (D-Pod)	Testing Center Aide	Tammie Kleich 308-635-6072	10	\$12.00	6	Greet testing students and perform intake, answer phones, schedule appointments, and make copies; sanitize lockers, testing rooms, and workstations. Have excellent customer service skills, be reliable and punctual, have good communication skills, and comply with confidentiality rules.

Work Area	Position/Title	Supervisor	Hours/Week	Rate	No. of Positions Available	Job Description
Welcome Center	Welcome Center Assistant	Norma De Santiago 308-635-6330	10	\$12.00	1	Greet visitors, answer basic questions, answer phones, receive documents. May also include data entry and other administrative tasks. Must be able to follow directions, be comfortable working with the public, have excellent communication skills, possess MS Office skills, be able to respond to or research general questions. Punctuality and dependability are critical.
Applied Tech Building, 400A	Welding Lab Assistant	Russ Pontarolo 308- 635-6083	10	\$12.00	3	Must be a welding tech program major; responsible for bandsaw (metal prep), ironworker (metal prep), project fabrication, general cleaning, organizing, and maintenance. Requires a consistent work schedule, work clothes and shoes. Requires periodic lifting, carrying, pulling, pushing up to 75 lbs. Work hours available: Mon-Fri 8am-3pm.
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