

# ALLIANCE CAMPUS WORK-STUDY POSITIONS

| Position/Title                    | Supervisor               | Work Area                 | Hours/Week | Rate   | No. of Positions Available | Job Description                                                                                                                                                                          |
|-----------------------------------|--------------------------|---------------------------|------------|--------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Student Services Assistant</b> | Tammy DuBray<br>763-2002 | Alliance Student Services | 10         | \$9.00 | 2                          | Administrative/secretarial assistance. Must maintain confidentiality. Answer phones, distribute internal and external office documents, and be able to perform other duties as assigned. |
| <b>Adult Education Assistant</b>  | Tammy DuBray<br>763-2002 | Alliance Student Services | 5          | \$9.00 | 1                          | Assist adult education instructors and program secretary; help prepare materials for classes; help prepare for special events.                                                           |

# SIDNEY CAMPUS WORK-STUDY POSITIONS

| Position/Title                    | Supervisor                  | Work Area               | Hours/Week | Rate   | No. of Positions Available | Job Description                                                                                                                                                                              |
|-----------------------------------|-----------------------------|-------------------------|------------|--------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Student Services Assistant</b> | Erin Huddleston<br>254-7441 | Sidney Student Services | 10         | \$9.00 | 1                          | This position provides administrative/secretarial assistance to student services, admissions, and college relations. Must be dependable, have computer, office equipment, and filing skills. |
| <b>Adult Education Assistant</b>  | Regina Kuhns<br>254-7430    | Sidney Student Services | 10         | \$9.00 | 1                          | Assist adult education instructors and program secretary; help prepare materials for classes; help prepare for special events.                                                               |

# SCOTTSBLUFF CAMPUS WORK-STUDY POSITIONS

| Position/Title                   | Supervisor                                      | Work Area                 | Hours/Week | Rate   | No. of Positions Available | Job Description                                                                                                                                                                                                                       |
|----------------------------------|-------------------------------------------------|---------------------------|------------|--------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administrative Assistant</b>  | Patrick Newell 635-6045<br>Nat Johnson 635-6046 | Music Dept. (Main)        | 10         | \$9.00 | 1                          | To provide assistance to administrators in the music department.                                                                                                                                                                      |
| <b>Adult Education Assistant</b> | Mary Kay Versen<br>635-6769                     | Adult Education (Main)    | 10         | \$9.00 | 1                          | Assist adult education instructors and program secretary; help prepare materials for classes; help prepare for special events and GED graduation. Note: 2 positions available at 10 hours/week, 1 position available at 5 hours/week. |
| <b>America Reads Work-study</b>  | Maricia Guzman<br>635-6348                      | Guadalupe Outreach Center | 10         | \$9.00 | 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.                                                                           |

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|-----------------------------------------|-----------------------------------------------------------|---------------------------------------------|-------------|--------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applied Technology Assistant</b>     | Aaron Gayman<br>635-6087 or<br>Russ Pontarolo<br>635-6083 | Auto Body, Auto Tech, Welding, Electronics  | 10          | \$9.00 | 1                          | This person should be able to build and repair mockups and other teaching aids. Some computer experience helpful. Light office duties, packaging and shipping items, cleanup duties in the lab areas of all Applied Technologies programs. Organizational skills helpful; will be making some signage, set up of tool room and lab areas, set and manage files related to lab management. Some phone work.                |
| <b>Buddy's Books &amp; Bistro</b>       | Rich Riddick<br>635-6067                                  | Buddy's Books & Bistro (Main)               | 10          | \$9.00 | 4                          | Must have excellent customer service skills, cash handling ability, learn to prepare food items, able to lift 50 lbs, be punctual & positive, enjoy working with diverse coworkers, and have fun while working.                                                                                                                                                                                                           |
| <b>Child Development Center</b>         | Shelly Hoagland<br>635-3231                               | Child Development Center                    | 10          | \$9.00 | 5                          | Assist teachers and aides with the care of the children and the daily routine. This may include helping to carry out activities such as large group time, small group time, work time and outdoor play. Sanitizing and cleaning toys. Assist the manager with answering the phone, copies, files and supplies. Work Study is always to be under the supervision of a Community Action Partnership of Western NE employee. |
| <b>Clerical</b>                         | Teri Lucas<br>635-6104                                    | Student Services (SWBC)                     | 10          | \$9.00 | 2                          | Typing, filing, answering phones, scheduling appointments, providing general information, helping with campus tours, making copies, bulk mailings, computer data input for Student Services office.                                                                                                                                                                                                                       |
| <b>Computer Lab Assistant</b>           | Joe Deer<br>635-6145                                      | Computer Labs (Main)                        | 10          | \$9.00 | 2                          | Must be computer literate; comfortable with word processing and use of email and internet. Must be able to work evenings and Saturdays, have a flexible schedule, and work independently.                                                                                                                                                                                                                                 |
| <b>Desk Worker/ Assistant Custodial</b> | Molly Bonuchi<br>635-6112                                 | Pioneer Hall and Conestoga Hall             | 10          | \$9.00 | 2                          | General reception, assist students, answer phones, and general hall clean-up. Requires friendly demeanor.                                                                                                                                                                                                                                                                                                                 |
| <b>Human Resources Assistant</b>        | Connie Lutz<br>635-6005                                   | Human Resources Office (SWBC)               | 10          | \$9.00 | 1                          | Assist with general office tasks, answer phone calls, work with Excel & Word documents; after successful completion of comprehensive training, will assist with scanning project.                                                                                                                                                                                                                                         |
| <b>Kitchen Helpers</b>                  | Cathy Bornschlegl<br>635-6116                             | Food Service (Pioneer)                      | up to 15    | \$9.00 | 4                          | Hours available Monday-Sunday and will work around student schedules. <b>Catering:</b> wait staff and servers. <b>Bishop Dining Hall:</b> cashiers, dishwashers, servers, clerical.                                                                                                                                                                                                                                       |
| <b>Lab Assistant</b>                    | Marcene Elwell<br>635-7431                                | Health Sciences Surgical Technology (Harms) | 10          | \$9.00 | 1                          | Assist in management of surgical technology lab and classroom, to include managing equipment and supplies, setting up lab, restocking supplies, organizing documents, conducting inventory, and other projects. Must be able to lift 45 lbs. and have good organizational and computer skills. Preferably be enrolled in or intend to enroll in surgical tech program.                                                    |
| <b>Library Student Aide</b>             | Deb Kildow<br>635-6040                                    | Library (Harms Center)                      | 10          | \$9.00 | 1                          | Process reading materials, perform circulation desk duties, file, type, enter computer data. Must be self-motivated, detail oriented and able to take directions. Typing or keyboarding helpful. Will be required to do repetitive tasks that must be error free. Will be working with the public. One night a week required and/or a Saturday.                                                                           |

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|-------------------------------|----------------------------------------|-------------------------|----------------|--------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Maintenance Help</b>       | Micah Findley/Bill Knapper<br>635-6364 | Physical Plant (SWBC)   | 10             | \$9.00 | 1                                | Work with Maintenance and Grounds Department: yard work, deliveries, furniture moving, snow removal and general building maintenance.                                                      |
| <b>Secretarial Work-study</b> | Gretchen Foster<br>635-6183            | Admissions (SWBC)       | 10             | \$9.00 | 1                                | Typing, filing, answering phones, scheduling appointments, providing general information, helping with campus tours, making copies, bulk mailings for Admissions office.                   |
| <b>Secretarial Work-study</b> | Charlie Gregory<br>635-6740            | John N. Harms Center    | 10             | \$9.00 | 1                                | Basic computer skills, telephone skills, and familiarity with office machines. Willingness to learn skills associated with assisting Harms Center staff.                                   |
| <b>Switchboard</b>            | Laura Stahla<br>635-3606               | Information Desk (SWBC) | 10             | \$9.00 | 1                                | Answer and transfer switchboard phone calls, assist with scheduling of vehicle fleet, fax documents, handle mailings, perform receptionist duties.                                         |
| <b>Writing Center Tutor</b>   | Susan Dickinson<br>635-6785            | Writing Center (Main)   | 10             | \$9.00 | 6                                | Student must have earned a B or better in English Comp I and II and possess interpersonal skills necessary to perform successfully as a writing tutor. Faculty recommendation is required. |