

# ALLIANCE CAMPUS WORK-STUDY POSITIONS

Position/Title	Supervisor	Work Area	Hours/ Week	Rate	No. of Positions Available	Job Description
<b>Student Services Assistant</b>	Robyn Iossi 763-2001	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>	Robyn Iossi 763-2001	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>Facilities Assistant</b>	Rob Ommen 254-7436	Buildings & Facilities	10	\$9.00	1	This position provides assistance with general custodial work and room set-up.
<b>Student Services Assistant</b>	Erin Huddleston 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>Aviation Lab Assistant</b>	Jon Leever 254-7448	Aviation Hangar	10	\$9.00	1	This position maintains accurate inventory, organizes and secures lab for airframe and powerplant; maintains & cleans shop machines; readies materials for class; maintains computer lab and bulletin boards.

# SCOTTSBLUFF CAMPUS WORK-STUDY POSITIONS

Position/Title	Supervisor	Work Area	Hours/ Week	Rate	No. of Positions Available	Job Description
<b>Adult Education Assistant</b>	Mary Kay Versen 635-6769	Adult Education (Williams Bldg)	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>	Norman Coley 635-6123	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.
<b>Athletic Assistant</b>	Ryan Burgner 635-6798	Athletics (Main)	10	\$9.00	1	Help with daily tasks within the Athletic Department. Help PE faculty make copies. Must be able to work some evenings and weekends.

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<b>Child Development Center</b>	Shelly Hoagland 635-3231	Child Development Center	10	\$9.00	4	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 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 635-6145	Computer Labs (Main)	10	\$9.00	1	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 635-6112	Pioneer Hall and Conestoga Hall	10	\$9.00	8	General reception, assist students, answer phones, and general hall clean-up. Requires friendly demeanor.
<b>Human Resources Assistant</b>	Connie Lutz 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 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>Cougar Bookstore</b>	Rich Riddick 635-6067	Cougar Bookstore (Main)	10	\$9.00	3	Stock shelves, assist students with locating books, operate cash register
<b>Library Student Aide</b>	Deb Kildow 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.
<b>Maintenance Help</b>	Micah Findley/Bill Knapper 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>	Norman Coley 635-6123	Student Life & Engagement Center (SWBC)	10	\$9.00	1	Assist the Career Center Director, Director of Counseling/Advising and Secretary in the following tasks: answering phones, directing students to advisors, scheduling of students for appointments, filing, running on-campus errands and assisting secretary with duties. Must be able to work early afternoons.
<b>Secretarial Work-study</b>	Norman Coley 635-6123	Guadalupe Outreach Center	10	\$9.00	1	Filing, recording keeping, answering phone. Must have good computer and customer service skills. Bilingual preferred but not required.

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<b>Secretarial Work-study</b>	Charlie Gregory 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>SSS Work-Study</b>	Norman Coley 635-6123	Student Support Services (Williams Bldg)	10	\$9.00	1	Assist with office and phone coverage; assist secretary with mailings and social media. Knowledge of basic office procedures, ability to work with diverse population and maintain confidentiality is required.
<b>Student Engagement Work-Study</b>	Megan Wescoat 635-6017	Student Life & Engagement Center (SWBC)	10	\$9.00	3	Work directly with intramural sports and student activities to plan and execute events; work schedule will vary depending on scheduled events.
<b>Switchboard</b>	Michelle Coolidge 635-6707 or Carol Ann Rabago 635- 6102	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 635-6785	Writing Center (Main)	10	\$9.00	2	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.