

ALLIANCE CAMPUS WORK-STUDY POSITIONS

Work Area	Position/Title	Supervisor	Hours/Week	Rate	No. of Positions Available	Job Description
Adult Education	Instructional Aide Mentor	Bambi Sell 635-6769	10	\$11.00	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 WORK-STUDY POSITIONS

Work Area	Position/Title	Supervisor	Hours/Week	Rate	No. of Positions Available	Job Description
Adult Education	Instructional Aide Mentor	Bambi Sell 635-6769	10	\$11.00	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 WORK-STUDY POSITIONS

Work Area	Position/Title	Supervisor	Hours/Week	Rate	No. of Positions Available	Job Description
Admissions	Office Assistant	Susan Stephenson 635-6183	10	\$11.00	1	Assist with mailing and on-campus events, perform data entry, answer phone, and provide general office assistance. Must have excellent communication skills, ability to type, alphabetize, and file accurately, possess MS Office skills, be dependable and punctual.
Adult Education	Instructional Aide Mentor	Bambi Sell 635-6769	10	\$11.00	1	Assist with updating folders, copying and organizing materials; assist with student follow-up; maintain filing. Must be organized, friendly, and a team player.
Athletics (Williams Building)	Athletic Assistant	Ryan Burgner 635-6798	10	\$11.00	3	Help with daily tasks within the Athletic Department, including monitor and clean weight room. Must be able to work some evenings and weekends.
Applied Tech Building, 400A	Welding Lab Assistant	Russ Pontarolo 635-6083	10	\$11.00	2	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.
Buddy's Books & Bistro	Buddy's Books & Bistro	Rich Riddick 635-6067	10	\$11.00	4	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.
Business Division Faculty Offices (Room G-260)	Office Assistant	Scott Winters 635-6094	10	\$11.00	1	Provide administrative assistance to faculty in Business Division.
Child Development Center (3118 17th Ave)	Childcare Assistant	Shelly Hoagland 635-3231	10	\$11.00	4	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.
Testing Center (D-Pod)	Testing Center Aide	Tammie Kleich 635-6072	10	\$11.00	1	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.
Food Service (Bishop Hall)	Dining Hall Assistant	Cathy Bornschlegl 635-6116	up to 15	\$11.00	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.
Health Sciences & Surgical Technology (Harms Ctr)	Lab Assistant	Alyssa Rice 635-6541	10	\$11.00	1	Assist in management of surgical technology lab and classroom; unload, sort, and restock supplies; set up for skills lab; maintain general upkeep of lab; prep course materials. Preferably be enrolled in or intend to enroll in surgical tech program or other health sciences program.
Human Resources	Office Assistant	Kathy Ault 635-6350	10	\$11.00	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.
Information Technology Faculty Offices (A-Pod)	Office Assistant	Bill Loring 635-6019 Jackie Jacobsen 635-6093	10	\$11.00	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	Desk Clerk	Lori Stromberg 635-6703	10	\$11.00	2	Basic computer skills, telephone skills, and familiarity with office machines. Willingness to learn skills associated with assisting Harms Center staff.
Library	Library Aide	Allison Reisig 635-6041	10	\$11.00	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.

SCOTTSBLUFF CAMPUS WORK-STUDY POSITIONS

Physical Plant (located in Information Office)	Physical Plant Assistant	Micah Findley 635-6364	10	\$11.00	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	Desk Worker Student Assistant	Nat Andresen 635-6112 Bethany Fuchs 635-6071	10	\$11.00	12	Perform clerical work, answer phones in Student Life, provide help 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 confidentiality. Work directly with intramural sports and student activities to plan and execute events; work schedule will vary depending on scheduled events. Work front desk in residence halls, answer general questions, answer phones, work with MS Office programs, check ID of people entering residence halls, assist with safety and security of halls, assist with programs and projects, light cleaning. Must have excellent customer service skills.
Public Relations Office (Harms Ctr)	PR & Marketing Assistant	Allison Judy 635-6081	10	\$11.00	1	Assist with content creation for WNCC social media accounts, web and Facebook event creation; digital signage creation; and assist with printing projects.
TRIO Student Support Services	Office Assistant	Tonya Dewitt 635-6091	10	\$11.00	2	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.

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

Work Area	Position/Title	Supervisor	Hours/ Week	Rate	No. of Positions Available	Job Description
Applied Tech Building, 400A	Welding Lab Assistant	Russ Pontarolo 635-6083	10	\$11.00	2	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.
Buddy's Books & Bistro	Buddy's Books & Bistro	Rich Riddick 635-6067	10	\$11.00	1	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.
Testing Center (D-Pod)	Testing Center Aide	Tammie Kleich 635-6072	10	\$11.00	1	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.
Testing Center (D-Pod)	Tutors	Tammie Kleich 635-6072	10	\$11.00	1	Provide tutoring to individuals or small groups. Recommended by subject faculty or division chair. Have a grade of 3.0 or higher on a 4.0 scale in the course to be tutored. Interview with Academic Testing & Tutoring Director, Math Center Coordinator, or the Writing Center Coordinator. Possess good interpersonal and communication skills. Responsible and organized. Sensitivity to students who are struggling academically. Sensitivity to students from non-traditional and multi-cultural backgrounds. Assist students in understanding related instructional matter and improving academic skills. Create an atmosphere of encouragement and support. Attend all tutor training sessions (10 hours) and additional training workshops as required. Present a professional appearance in manner, dress, and speech. May require evening working hours.