

Open Work-Study Positions

Position Title:	Educational Tech Clerk
Department:	ETRC
Job Level:	1
Pay Rate:	\$12.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Word processing experience • Excellent communications and organizational skills • Public relations skills
Duties and Functions:	<ul style="list-style-type: none"> • Able to work with students and teachers within the Independent Learning Lab to check out/in audiovisual and computer materials over the counter • Able to take telephone requests for equipment and material orders • Be able to learn to operate all audiovisual equipment in order to assist others in its use.
Additional Information:	This position is budgeted for up to fifteen hours per week.

Position Title:	Financial Aid Counter Clerk
Department:	Enrollment Services
Job Level:	3
Pay Rate:	\$12.50 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 answer phones and scanning documents. • Assist students at the front counter. • Performs related duties as assigned.
Additional Information:	This position is for fourteen hours a week for fifty weeks. Morning shift between 8:00 a.m. - 3:00 p.m. and afternoon shift between 1:00 p.m. - 7:00 p.m.

Position Title:	Cashier Office Assistant
Department:	Cashier's Office
Job Level:	1
Pay Rate:	\$12.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Some computer and cash register experience. • Excellent customer service skills.
Duties and Functions:	<ul style="list-style-type: none"> • Will support the daily functions of the cashier center (filing, typing, and processing payments). • Maintain an appropriate welcoming environment at the front desk and support office functions. • Performs related duties as assigned.
Additional Information:	This position is for twelve hours a week, for fifty weeks. This position requires a background check before the start of work.

Position Title:	Literacy Assistant
Department:	ABC/ Literacy
Job Level:	2
Pay Rate:	\$12.25 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 for thirty-three weeks. 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:	Allied Health Clerk
Department:	Health and Public Service
Job Level:	1
Pay Rate:	\$12.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Filing required. • Basic Word processing.
Duties and Functions:	<ul style="list-style-type: none"> • Organization and maintenance of lab H105 and work room. • Secretarial support for ECE (filing and copying). • Deliver and distribute materials and mail to departments. • Performs related duties as assigned.
Additional Information:	This position is for nine hours a week for thirty four weeks. You can not be a health career or pre-health career student to apply.

Position Title:	Health Dean's Office Clerk
Department:	Health and Public Service
Job Level:	2
Pay Rate:	\$12.25 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Computer knowledge and Microsoft Office experience.
Duties and Functions:	<ul style="list-style-type: none"> • Light typing and answering phones. • Deliveries on campus. • Light office tasks. • Performs related duties as assigned.
Additional Information:	This position is for nine hours a week for thirty four weeks. You can not be a health career or pre-health career student to apply.

Position Title:	Theatre Asst. Fine Arts
Department:	Arts and Sciences
Job Level:	1
Pay Rate:	\$12.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Technical skills (carpentry, & painting) • Strong organizational skills • Able to work independently
Duties and Functions:	<ul style="list-style-type: none"> • Can assist in Technical Theatre areas, such as carpentry, setting construction, scene shop management and organization, and painting. • Have the ability to move heavy objects, as some physical labor is required. • May assist in the coordination or procurement of props for productions. • During performances, candidate may assist with front of house duties, or running crew for productions. • Job includes light office work, and assisting the Artistic Director in the maintenance and upkeep of theatre facilities and supplies.
Additional Information:	This position is for four and a half hours a week for thirty two weeks. The start date is August 23rd.

Position Title:	Notetaker
Department:	CAAS
Job Level:	3
Pay Rate:	\$12.50 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Ability to take concise organized class, lab and class discussion notes, knowledge of Blackboard, Consistent attendance is mandatory.
Duties and Functions:	<ul style="list-style-type: none"> • Attend on-line or in person classes, take concise notes and post the notes on the CAAS Communications Blackboard the same day. • Performs related duties as assigned.
Additional Information:	This position is for up to fifteen hours a week for thirty four weeks.

Position Title:	Admissions Clerk-Records
Department:	Enrollment Services
Job Level:	1
Pay Rate:	\$12.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Must have good communication and customer services skills. • Word processing skills. • Must have good listening skills.
Duties and Functions:	<ul style="list-style-type: none"> • Answer admission phones. • Take requests for curriculum and general information. • Other duties as assigned.
Additional Information:	This position is for ten hours a week for forty weeks.

Position Title:	Enrollment Services Assistant
Department:	Enrollment Services
Job Level:	1
Pay Rate:	\$12.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Must be organized with a strong attention to detail. • Able to file Alpha and Numeric order. • Ability to handle confidential information in a sensitive manner. • Excellent communication skills.
Duties and Functions:	<ul style="list-style-type: none"> • Perform general office support duties as assigned • Complete routine and complex word processing duties such as preparing correspondence, reports, memos, meeting materials, presentations, etc. Edit materials for grammar and content, and proofread completed documents prior to distribution. • Processing General Petitions for students and communication.
Additional Information:	This position is for ten hours a week for forty weeks.

Position Title:	Student Life Clerk
Department:	Student Services
Job Level:	1
Pay Rate:	\$12.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Strong communication and customer service skills required • Experience using Microsoft Word, Excel, PowerPoint and Outlook • Must be detail oriented • Bilingual in any language desired, but not required
Duties and Functions:	<ul style="list-style-type: none"> • Greeting faculty, staff, students and guests • Answering and making phone calls • Setting up meeting rooms • Maintaining the work space and meeting areas clean and organized • Keeping inventory of office supplies and promotional items • Weekly posting of flyers on campus bulletin boards • Making on-campus deliveries and running errands • Assisting clubs and organizations with campus events. Tasks may include, but are not limited to, event promotion, event set-up and tear-down, providing supplies, and working an event.
Additional Information:	This position is between 8-20 hours a week depending on eligibility and for thirty two weeks. Must be available weekday evenings and some Saturdays. This position supports student activities.

Position Title:	Child Care Center
Department:	Arts and Sciences
Job Level:	1
Pay Rate:	\$12.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Will train in proper DCFS procedures. Student must submit to a background check before they can start working.
Duties and Functions:	<ul style="list-style-type: none"> • Assist staff with learning center activities, especially assisting as reading tutor • Help and prepare lunch and activities for children aged 15 months to 6 years <ul style="list-style-type: none"> • Typing, Xeroxing, Filing, and running errands for the center. • Answering phones and taking messages
Additional Information:	This position is for eight hours a week for thirty weeks.

Position Title:	Info Tech Clerk
Department:	Info Tech Services
Job Level:	1
Pay Rate:	\$12.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Must have computer skills especially with Windows. <ul style="list-style-type: none"> • Must have the ability to pay attention to detail. • Have experience with keyboarding/ data entry. • Ability to bend, kneel, crawl, lift, and rotate computers and monitors. <ul style="list-style-type: none"> • Able to read small type. • Must have the ability to develop and run queries in Access, write formulas and sort data in Excel. • Must be on databases and spreadsheets such as Microsoft, Access, and Excel.
Duties and Functions:	<ul style="list-style-type: none"> • Assist the Director of Academic Computing to collect inventory data. • Enter the inventory data into database and extract data for ad hoc reports. <ul style="list-style-type: none"> • Enter work order records into database. • Occasional internet research at selected sites. • Make field visits on campus to obtain serial numbers from equipment. • Hands-on computer installation and maintenance possible when data entry/analysis work is complete. • Good position for learning about computer components and jargon.
Additional Information:	This position is for twelve hours a week for thirty four weeks. Hours are flexible between 8:30 a.m. to 9:00 p.m.; Monday through Friday.

Position Title:	CAAS Program Assistant
Department:	Student Services
Job Level:	2
Pay Rate:	\$12.25 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Basic Computer Skills • Ability to work with a diverse population
Duties and Functions:	<ul style="list-style-type: none"> • Provide student support services such as a computer assistance, student training • Proctoring student exams • Light office work such as filing and creating documents • Assist staff with student workshops and training programs
Additional Information:	This position is for thirteen hours a week for thirty two weeks.

Position Title:	Early Childhood Education Clerk
Department:	Arts and Sciences
Job Level:	1
Pay Rate:	\$12.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Basic computer and office skills. • Telephone skills
Duties and Functions:	<ul style="list-style-type: none"> • Photocopies • Delivery of materials to and/or from staff services and/or library. • Preparing materials for mailing. • Answering phones and taking messages from students. • Filing
Additional Information:	This position is for eight hours a week for thirty six weeks. This position also assists as needed in the Child Development Center.

Position Title:	Career Services Clerk
Department:	Career Services
Job Level:	1
Pay Rate:	\$12.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Filing, answering phones, and greeting customers. • General office support.
Duties and Functions:	<ul style="list-style-type: none"> • Organizing documents. • General office support. • Other duties as assigned.
Additional Information:	This position is for ten hours a week for eighteen weeks.