

ALLIANCE CAMPUS WORK-STUDY POSITIONS

Position/Title	Supervisor	Work Area	Hours/Week	Rate	No. of Positions Available	Job Description
Student Services Assistant	Tammy DuBray 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.
Adult Education Assistant	Tammy DuBray 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
Student Services Assistant	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.
Aviation Lab Assistant	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
Adult Education Assistant	Mary Kay Versen 635-6769	Adult Education (Main)	10	\$9.00	2	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.
Advising Work-study	Tonya Hergenrader 635-6346	Career Pathways & Advising	10	\$9.00	1	Front desk coverage during 11:30-1:30 each day to answer phone calls and greet walk-ins. Possess strong interpersonal and organizational skills, manage multiple tasks. Solid understanding of Microsoft Office, particularly Outlook. Willingness to learn about student services.
America Reads Work-study	Maricia Guzman 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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Applied Technology Assistant	Aaron Gayman 635-6087 or Russ Pontarolo 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.
Athletic Assistant	Ryan Burgner 635-6798	Athletics (Main)	10	\$9.00	2	Help with daily tasks within the Athletic Department. Help PE faculty make copies. Must be able to work some evenings and weekends.
A-Pod and B-Pod Secretary	Jen Pedersen 635-6078	A-Pod and B-Pod (Main)	10	\$9.00	2	Assist teachers with copying, filing, and mailing.
Buddy's Books & Bistro	Rich Riddick 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.
Business Division Secretary	Aletia Norwood 635-6029	Business Division G-260 (Main)	10	\$9.00	1	Assist teachers with copying, filing, and mailing.
Child Development Center	Shelly Hoagland 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.
Desk Worker/ Assistant Custodial	Molly Bonuchi 635-6112	Pioneer Hall and Conestoga Hall	10	\$9.00	5	General reception, assist students, answer phones, and general hall clean-up. Requires friendly demeanor.
Human Resources Assistant	Connie Lutz 635-6005	Human Resources Office (Main)	10	\$9.00	2	Assist with general office tasks, answer phone calls, work with Excel & Word documents; after successful completion of comprehensive training, will assist with scanning project.
Kitchen Helpers	Cathy Bornschlegl 635-6116	Food Service (Pioneer)	up to 15	\$9.00	9	Hours available Monday-Sunday and will work around student schedules. Catering: wait staff and servers. Bishop Dining Hall: cashiers, dishwashers, servers, clerical.
Library Student Aide	635-6040	Library (Main)	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.
Maintenance Help	Findley/Bill Knapper 635-6364	Physical Plant (Main)	10	\$9.00	1	Work with Maintenance and Grounds Department: yard work, deliveries, furniture moving, snow removal and general building maintenance.
Secretarial Work-study	Gretchen Foster 635-6183	Admissions (Main)	10	\$9.00	1	Typing, filing, answering phones, scheduling appointments, providing general information, helping with campus tours, making copies, bulk mailings for Admissions office.

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Secretarial Work-study	Sheila Johns 635-6366	Financial Aid (Main)	10	\$9.00	1	copies, assisting with various mailings, creating student files. Must be able to maintain confidentiality of information. Skills needed: good communication skills; ability to file accurately; ability to use various office machines; ability to follow written or verbal
Secretarial Work-study	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.
Secretarial Work-study	Emily Santero Norman Coley 635-6123	Student Life & Engagement Center	10	\$9.00	4	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.
Switchboard	Laura Stahla 635-3606	Information Desk (Main)	10	\$9.00	1	Answer and transfer switchboard phone calls, assist with scheduling of vehicle fleet, fax documents, handle mailings, perform receptionist duties.
Welcome Center	Jolene Martin 635-6168	Welcome Center (Main)	10	\$9.00	5	Typing, filing, answering phones, scheduling appointments, providing general information, helping with campus tours, making copies, bulk mailings, computer data input for Student Services office.