

ALLIANCE CENTER WORK-STUDY POSITIONS						
Position/Title	Supervisor	Work Area	Hours/Week	Rate	No. of Positions Available	Job Description
SIDNEY CENTER WORK-STUDY POSITIONS						
Position/Title	Supervisor	Work Area	Hours/Week	Rate	Positions Available	Job Description
Community Education-Administrative Assitant	Mandi Raffelson 254-7410	Admin Office	15	\$5.85	1	This position provides administrative/secretarial assistance to community ed, business office, and center director. Must be dependable, have computer skills, and be neat and clean.
Student Services/Recruiting-Administrative Assistant	Mandi Raffelson 254-7410	Admin Office	15	\$5.85	filled	This position provides administrative/secretarial assistance to Student Services, Admissions and College Relations. Must be dependable, have computer skills, and be neat and clean.
Aviation Lab Assistance	Jon Leever Mandi Raffelosl 254-7410	Aviation Building	15	\$5.85	filled	This position will maintain <i>accurate</i> inventory, organize and secure labs for both Airframe and Powerplant; keep the computer lab up and on-line , and perform other assigned duties.
Facilities Assistant	Rob Ommen Mandi Raffelson 254-7410	All over campus	15	\$5.85	1	This position provides assistance with general custodial work and room set-up.
Science Dept. - Science Assistance	Von Schlamann Mandi Raffelson 254-7410	Science Lab	15	\$5.85	1	Assist with lab preparations and clean up. Inventory and organize of non-chemical storage areas. Also includes clerical work. Previous science courses or experience desired.
SCOTTSBLUFF CAMPUS WORK-STUDY POSITIONS						
Position/Title	Supervisor	Work Area	Hours/Week	Rate	No. of Positions Available	Job Description
B-Pod Secretary	Dave Cauble 635-6128	B-Pod	15	\$5.85	1	General secretarial duties for Social Science Division, Social Science adjunct faculty, Math, Science and PE faculty offices located within B-Pod facility.
Child Development Center	Shelly Hoagland 635-3231	Child Development Center	15	\$5.85	1	Assist teachers and aides with the care of the children and the daily routine. This may include helping carry out activities such as large group time, small group time, work time and outdoor play. Sanitizing and cleaning toys. Assist the manager with a
Kitchen Helpers	Cathy Bornschlegl 635-6116	Food Service	15	\$6.75	Available	DINING HALL: cashier, servers and dishwashers CATERING: wait staff COUGAR DEN: short order cooks and cashiers
Science Lab Work-study	Schnell 635-6106	C-Pod	15	\$5.85	1	Help with chemical preps and disposals, as well as clerical work.
Secretarial Work-study	Michelle Coolidge 635-6707	Harms Advanced Technology Center	7.5	\$5.85	1	Responsible for answering phones during lunch hours as well as some copying. Please note we are requesting 1 1/2 hours over the lunch hour. We can be flexible between the hours of 11:30 AM and 2:00 PM
Switchboard	Vicki Bott 635-3606	Informational Desk	15	\$5.85	1	Answering and transferring phone calls at switchboard. Handling keys to vehicles for employees to use in the WNCC vehicles fleet. Assist in use of fax machine. Direct the public to needed offices.
Scottsbluff Campus Student Employment Positions						
Veterans Upward Bound Tutor	Marcia Stuckey 635-6152	Math Tutor	15	\$6.75	1	