

## 17-18 Aid Year Student Employment

Department	Position	Job Location	Supervisor	Contact	Phone Number	Start Date	End Date	Number of Students	Hours per Week	Special Requirements	Job Description
ASC Tutoring Services	Peer Tutor	ASC Weed & Yreka	Denise Mannion	Denise Mannion	(530) 938-5514	8/29/2017	6/30/2018	TBD	15	Enrollment in and completion of EDUC 894, Tutor Training, a 1 unit internet course. Instructor recommendation and completion of the course to be tutored with an 'A' grade.	<a href="#">Job Description</a>
Athletics- FOOTBALL	Filmer	Football Field	Charlie Roche	Charlie Roche	(530) 938-5269	8/7/2017	11/22/2017	2	8	Need to be able to follow instructions and work a video camera.	Student will be filming games and practices for the football team. Once school starts the job will be Tuesday, Wednesday, and some Saturdays. Must be able to operate a video camera. Will be provided on the job training.
Athletics- Men's Basketball	Filmer	Gym	Kyle Heath	Kyle Heath	(530) 938-5859	9/1/2017	12/14/2017	2	19	None	Will film practices on a daily basis
	Statistician	Gym	Kyle Heath	Kyle Heath	(530) 938-5859	9/1/2017	12/14/2017	2	19	None	Will do stats (shots made, assists, rebounds, etc.) for practices and for all games.
Bookstore	Sales & Inventory Clerk	Bookstore	Ryan Galbraith	Ryan Galbraith	(530) 938-5318	8/1/2017	5/31/2018	1	6	While performing the duties of this job, the employee is regularly required to sit, stand and walk. The job requires skill, adeptness and speed in the use of fingers, hands and limb on a repetitive basis. The employee must regularly lift and/ or move up to 10 pounds and occasionally lift and/or move supplies and/ or equipment up to 50 pounds and perform activities requiring full body exertion.	The Bookstore Sales & Inventory Clerk provides service to Bookstore customers and assists with receiving, organizing, merchandising and shipping inventory. Candidates for this position should be able to provide friendly customer service, aptitude to cashier and ability to manage inventory with an organized back stock and a visually appealing sales floor. Occasionally the Sales & Inventory Clerk will be asked to help sell merchandise at games and events on campus.
Chemistry	Student Aide	Science 215	Mandy Twitchell/ Jenny Heath	Mandy Twitchell/ Jenny Heath	(530) 938-5589 / (530) 938-5262	8/29/2017	5/24/2018	1	3	Student must have successfully completed Chemistry 2000	Cleaning chemistry glassware, equipment and laboratory benches. May also help with other various tasks assigned by the lab technician, such as inventory, organization, etc.
Eagle's Nest	Clerk	Eagle's Nest Shop/ 123 Main St, Weed	Angle Fisher	Angel Fisher	(530) 938-4663	7/1/2017	6/30/2018	6	19	None	<a href="#">Job Description</a>
EMS- Paramedic/EMT	Clerical Aid	ESTC, Weed	Beth Watt	Beth Watt	(530) 524-5864	10/15/2017	5/16/2018	2	12	None	Clerical help- entering data into Excel, completing Word docs, cleaning and maintaining EMS program equipment.

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English	Teaching Assistant	Instructor's Office	Steven Reynolds	Steven Reynolds	(530) 938-5554	8/28/2017	5/24/2018		1	8	Passing grade in ENGL 1001; knowledge of Standard English grammar, punctuation and mechanics; knowledge of MLA and other documentation formats; knowledge of Canvas basics.	T.A. will assist instructor with maintaining course websites, making copies, scanning texts, reading or assessing simple assignments, maintaining attendance records, entering scores into the grade book. Student must agree to strict confidentiality and understand FERPA.
Financial Aid	Office Assistant	Financial Aid Office	Jan Harris	Jan Harris	(530) 938-5837	7/1/2017	5/31/2018		0	10	General familiarity with common computer functions. Strong organizational skills. Customer service readiness.	Data entry into our computer program, assisting students at window and on the phone, creating files and filing, etc.
Fine Art	Art Department Assistant	McCloud Hall, Weed	Amanda Thomas	Sean Kenny	(530) 903-2304	9/5/2017	5/24/2018		2	19	None	Cleaning and organization of 2-D studio. Prepare materials and assist with class activities/ demonstrations. Assist with preparing shows in COS Art Gallery. May assist with cleaning ceramics studio, loading/unloading kilns, and prepping kiln furniture as needed.
	Ceramics Studio Assistant	Rm 113, McCloud Hall, Weed	Amanda Thomas	Sean Kenny	(530) 903-2304	9/5/2017	5/24/2018		2	19	None	Daily cleaning and organization of ceramics studio. May assist with loading/ unloading kilns, maintaining kiln furniture, mixing glazes, and other ceramics studio tasks.
	Photo Lab Technician	Photo Lab, McCloud Hall, Weed	Amanda Thomas	James Gilmore	(530) 227-1823	9/5/2017	5/24/2018		2	19	Prefer students who have taken ART 1011 Intro to Photo	<a href="#">Job Description</a>
Food Services	Café Assistant	Cafeteria	Cindy Martel	Cindy Martel	(530) 938-5232	8/25/2017			0	20	Prefer some café/ restaurant experience- customer service. A person who is willing to work hard and move fast.	We service up to 800 meals per day. This is a fast paced environment. You will need a Food Handlers Card. You will need to be prepared to work hard, move with purpose, and learn how to do inventory, stock and prep food for consumption. You should be polite and willing to provide the best customer service.
HPER	Filmer	Basketball Office	Tom Powers	Tom Powers	(530) 859-0522	8/29/2017	5/15/2018		2	8	Must be able to use a video camera and travel to film games.	Student employees will film practices and games, enter game statistics to the CCCAA website, and enter previous years statistics to your COS Women's Basketball website.
	Statistician	Basketball Office	Tom Powers	Tom Powers	(530) 859-0522	8/29/2017	5/15/2018		2	8	Must be able to use a video camera and travel to film games.	Student employees will film practices and games, enter game statistics to the CCCAA website, and enter previous years statistics to your COS Women's Basketball website.

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Instruction	ASC Check-in Desk	Academic Success Center	Lorinda Meyer	Lorinda Meyer	(530) 938-5339	8/28/2017	5/24/2018	4	12	Customer service skills, typing, filing, phone skills (ability to answer phones, provide explanations over the phone, handle multiple phone calls, etc.)	<a href="#">Job Description</a>
Library	Library Student Assistant	Library	Linda Kiely	Linda Kiely	(530) 938-53311 OR (530) 938-5829	6/1/2017	6/30/2018	0	10	Customer service skills	<a href="#">Job Description</a>
Music	Student Assistant	Theater Building	Ron Slabbinck	Ron Slabbinck	(530) 938-5315	9/1/2017	9/23/2017	2	10	None	Photocopy, create music library database, create a database of musical instruments, books and equipment, etc.
Technology Services	Student Help Desk Operator	Technology Services	Eric Houck	Bethany Golly	(530) 938-5222	5/30/2017	8/18/2017	4	Varies	General familiarity with common technology troubleshooting techniques. Ability to receive incoming calls on a multi-line phone system and respond quickly and accurately to routine questions, troubleshooting issues over the phone and/ or referring the call to appropriate resources as needed.	<a href="#">Job Description</a>
Vice President of Student Services Office	Office Clerk/ Receptionist	Student Services Office/ JMSC	Melissa Green	Janice Gonzalez	(530) 938-5597	8/14/2017	5/25/2018	0	19	General office and customer service skills. Basic knowledge of MS Word, MS Excel, and MS Publisher preferred.	Great opportunity to gain experience in an executive office. Clerical duties include filing, answering phones, assisting students and the public with various questions, handling large mailers, and working on special projects.