

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	8/1/2018	12/14/2018 and 6/01/2018	10	5 to 15	Enrollment in and completion of EDUC 894, Tutor Training.	<a href="#">Job Description</a>
Athletics- FOOTBALL	Filmer	Football Field	Charlie Roche	Charlie Roche	(530) 938-5269	8/6/2018	11/24/2018	2	6	Ability to work a camcorder. Knowledge of football.	Student will be filming games and practices for the football team. Student will download film into HUDL.
Athletics- Men's Basketball	Video Coordinator	Gym	Kyle Heath	Kyle Heath heath@siskiyous.edu	(530) 938-5859	8/27/2018	12/13/2018	1	18	None	Filming practice on a daily basis and filming games.
	Statistician	Gym	Kyle Heath	Kyle Heath heath@siskiyous.edu	(530) 938-5859	8/27/2018	12/13/2018	1	18	None	Watching film and doing the stats of practices on a daily basis. Watching film and statting games during season.
Bookstore	Sales & Inventory Student Worker	Bookstore	Ryan Galbraith	Ryan Galbraith	(530) 938-5318	8/1/2018	5/24/2019	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.
Eagle's Nest	Clerk/Student Worker	Eagle's Nest Shop/ 123 Main St, Weed	Angel Fisher	Angel Fisher	(530) 938-4663	7/1/2018	6/30/2019	6 to 8	10 to 19	None	<a href="#">Job Description</a>
EMS- Paramedic/EMT	Clerical Aid	ESTC, Weed	Beth Watt	Beth Watt	(530) 524-5864	10/1/2018	5/15/2019	1	12	None	Clerical help-Student will be copying, filing paperwork, sorting supplies for the EMS programs, and checking in student materials.
Fine Art	Art Department Aide	McCloud Hall 4-112, Weed	Zach Zweigle	Sean Kenny	(530) 938-5239	9/1/2018	5/24/2019	3	15	None	Student workers will be helping with general organization, and function of the respective studio spaces. Also providing assistance to the ISS2 position.

	Photo Lab Assistant	Photo Lab, McCloud Hall, Weed	Amanda Thomas	James Gilmore	(530) 227-1823	9/4/2018	5/23/2019	1 to 2	19	APPLICANT MUST HAVE TAKEN ART1011 BEGINNING PHOTO OR INSTRUCTOR CONSENT	Maintain Photo Labs-prepare chemistry in lab and maintain photo lab cleanliness. Assist instructor during lab hours and in organizing student photo shows, including gallery installations.
Food Services	Café Assistant	Cafeteria	Cindy Martel	Cindy Martel	(530) 938-5232	8/5/2018	5/31/2019	10	Up to 19	None	This is a fast paced environment. You will be trained to prepare and serve food . You will be trained to operate the Point of Sale System (cashier), provide customer service, do inventory, stock retail items, dishes, overall cleaning and sanitation and some catering. You will be required to obtain a Food Handlers Card, which College of the Siskiyous will provide for you at the time of hiring. The Food Handlers Card is valid for 5 years and can be used at any establishment serving food.
Instruction	ASC Check-in Desk	Academic Success Center	Lorinda Meyer	Lorinda Meyer	(530) 938-5339	8/27/2018	12/23/2018	4	15 to 19	Customer service skills including patience, tact and courtesy; oral and written communication skills, including telephone; operation of instructional equipment including a computer; maintain confidentiality.	<a href="#">Job Description</a>
Library	Library Student Assistant	Library	Linda Kiely	Linda Kiely	(530) 938-53311 OR (530) 938-5829	7/1/2018	5/23/2019	7 to 10	6 to 10	Customer service skills	Assist in the circulation of library materials using an automated library system. Check in and out library materials, explain due dates, fines and library services. Interact with visitors and telephone callers in a friendly, professional manner, direct queries to the proper staff person. Other Duties include making signs, assisting with displays, processing new materials, recovering books, cleaning and sanitizing books and workstations, shelving and shelf-reading, basic repair of books, accurately counting copier change and rolling coins for deposit and assisting library staff with inventory of library materials, furniture and equipment and other duties as assigned. Ability to work 6 to 10 hours per week in 2 to 3 hour shifts.
Vice President of Student Services Office	Office Clerk/ Receptionist	Student Services Office/ JMSC	Melissa Green	Janice Gonzalez	(530) 938-5597	8/20/2018	6/30/2019	1	8 to 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 events.